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A SYSTEM APPROACH TO NAVY MEDICAL EDUCATION AND TRAINING. APPEN--ETC(1)

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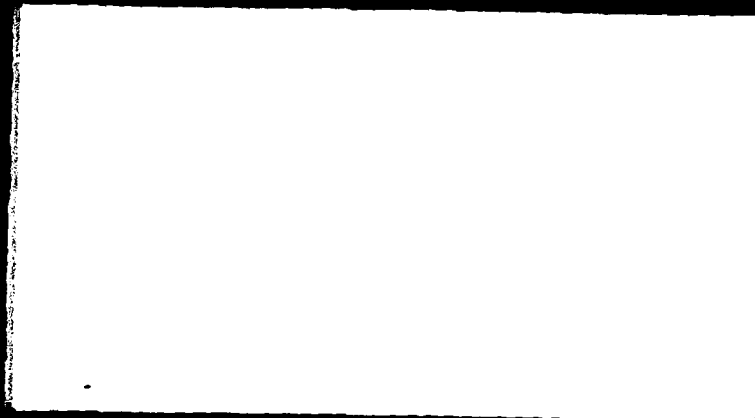
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APPENDIX 10.

OPERATING ROOM TECHNICIAN

APPLICATION OF A SYSTEM APPROACH
U.S. NAVY MEDICAL DEPARTMENT
EDUCATION AND TRAINING PROGRAMS
FINAL REPORT

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JUN 10 1990

Prepared under Contract to
OFFICE OF NAVAL RESEARCH
U.S. DEPARTMENT OF THE NAVY

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Program Manager
Education and Training R&D
Bureau of Medicine and Surgery (Code 71G)

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20. ABSTRACT (Continue on reverse side if necessary and identify by block number) The study objective consisted of a determination of what the health care personnel in the Navy's Medical Department, Bureau of Medicine and Surgery actually do in their occupations; improving the personnel process (education and training); and building a viable career pathway for all health care personnel. Clearly the first task was to develop a system of job analyses applicable to all system wide health care manpower tasks. A means of postulating simplified occupational clusters covering some 50		

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currently designated Navy enlisted occupations, 20 Naval Enlisted Classification Codes (NEC's) were computerized. A set of 16 groupings that cover all designated occupations was developed so as to enhance the effectiveness of professionals and sub-professionals alike.

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FOREWORD

The project, "Application of a System Approach to the Navy Medical Department Education and Training Programs," was initiated in May of 1969 as a realistic, comprehensive response to certain objectives set forth in ADO 43-03X, and to memoranda from both the Secretary of Defense and the Assistant Secretary of Defense, Manpower and Reserve Affairs. The Secretary's concern was stated in his memorandum of 29 June 1965, "Innovation in Defense Training and Education." More specific concerns were stated in the Assistant Secretary's memorandum of 14 June 1968, "Application of a System Approach in the Development and Management of Training Courses." In this he called for "vigorous and imaginative effort," and an approach "characterized by an organized training program with precise goals and defined operational interrelation among instructional system components." He also noted, "Job analyses with task descriptions expressed in behavioristic terms are basic and essential to the development of precise training goals and learning objectives."

The Project

System survey and analysis was conducted relative to all factors affecting education and training programs. Subsequently, a job-analysis sub-system was defined and developed incorporating a series of task inventories "...expressed in behavioristic terms..." These inventories enabled the gathering of job activity data from enlisted job incumbents, and data relating to task sharing and delegation from officers of the Medical, Nurse and Dental Corps. A data management sub-system was devised to process incumbent data, then carry out needed analyses. The development of initial competency curricula based upon job analysis was implemented to a level of methodology determination. These methods and curriculum materials constituted a third (instructional) sub-system.

Thus, as originally proposed, a system capability has been developed in fulfillment of expressed need. The system, however, remains untested and unevaluated. ADO 43-03X called for feasibility tests and cost-effectiveness determination. The project was designed to so comply. Test and evaluation through the process of implementation has not proved feasible in the Navy Medical Department within the duration of the project. As designed and developed the system does have "...precise goals and defined operational interrelation among instructional system components." The latter has been achieved in terms of a recommended career structure affording productive, rewarding manpower utilization which bridges manpower training and health care delivery functions.

Data Management Sub-System

Job analysis, involving the application of comprehensive task inventories to thousands of job incumbents, generates many millions of discrete bits of response data. They can be processed and manipulated only by high speed computer capability using rigorously designed specialty programs. In addition to numerical data base handling, there is the problem of rapidly and accurately manipulating a task statement data base exceeding ten thousand carefully phrased behavioral statements. Through the use of special programs, task inventories are prepared, printouts for special purposes are created following a job analysis application, access and retrieval of both data and tasks are efficiently and accurately carried out, and special data analyses conducted. The collective programs, techniques and procedures comprising this sub-system are referred to as the Navy Occupational Data Analysis Language (NODAL).

Job Analysis Sub-System

Some twenty task inventory booklets (and associated response booklets) were the instruments used to obtain job incumbent response data for more than fifty occupations. An inventory booklet contains instructions, formatted questions concerning respondent information ("bio-data"), response dimension definitions, and a list of tasks which may vary in number from a few hundred to more than a thousand per occupational field.

By applying NODAL and its associated indexing techniques, it is possible to assemble modified or completely different inventories than those used in this research. Present inventories were applied about three years ago. While they have been rendered in operational format, they should not be re-applied until their task content is updated.

Response booklets were designed in OPSCAN mode for ease of recording and processing responses.

Overall job analysis objectives and a plan of administration were established prior to inventory preparation, including the setting of provisional sample target sizes. Since overall data attrition was forecast to approximate twenty percent, final sample and sub-sample sizes were adjusted accordingly. Stratified random sampling techniques were used. Variables selected (such as rating, NEC, environment) determined stratifications, together with sub-population sizes. About fifteen percent of large sub-populations were sought while a majority or all members of small sub-populations were sought.

Administration procedures were established with great care for every step of the data collecting process, and were coordinated with sampling and data analysis plans. Once set, the procedures were formalized as a protocol and followed rigorously.

Instructional Sub-System

Partial "competency curricula" have been composed as an integral sub-system bridging what is required as performance on the job with what is, accordingly, necessary instruction in the training process. Further, curriculum materials were developed to meet essential requirements for implementing the system so that the system could be tested and evaluated for cost effectiveness. However, due to the fact that test and evaluation was not feasible in the Navy Medical Department within the duration of the project, it was not possible to complete the development of the system through the test and evaluation phase. The inability to complete this phase also interrupted the planned process for fully developing the curricula; therefore, instead of completed curricula ready for use in the system, the curricula were partially developed to establish the necessary sub-system methodology. The competency curricula are based on tasks currently performed by job incumbents in 1971. (The currency of a given curriculum depends upon periodic analysis of incumbents' jobs, and its quality control resides in the evaluation of the performance competency of the program's graduates.)

A competency curriculum provides a planned course of instruction or training program made up of sequenced competency units which are, in turn, comprised of sequenced modules. These modules, emphasizing performance objectives, are the foundation of the curriculum.

A complete module would be comprised of seven parts: a cluster of related tasks; a performance objective; a list of knowledges and skills implied by the objective; a list of instructional strategies for presenting the knowledges and skills to the learner; an inventory of training aids for supporting the instructional strategies; a list of examination modes; and a statement of the required training time. In this project, curriculum materials have been developed to various levels of adequacy, and usually comprise only the first three parts; the latter four need to be prepared by the user.

The performance objective, which is the most crucial part of the module, is the basis for determining curriculum content. It is composed of five essential elements: the stimulus which initiates the behavior; the behavior; the conditions under which the behavior takes place; the criteria for evaluating the behavior; and the consequence or results of the behavior. A sixth element, namely next action, is not essential; however, it is intended to provide linkage for the next behavior.

Knowledges and skills listed in the module are those needed by the learner for meeting the requirements of the performance objective.

Instructional strategies, training aids, examination modes and training time have been specified only for the Basic Hospital Corps Curriculum. The strategies, aids and modes were selected on the basis of those considered to be most supportive in presenting the knowledges and skills so as to provide optimum learning effectiveness and training efficiency. The strategies extend from the classroom lecture as traditionally presented by a teacher to the more sophisticated mediated program for self-instruction. The training aids, like strategies, extend from the traditional references and handout material in the form of a student syllabus to mediated programs for self-instruction supported by anatomical models. Examination modes extend from the traditional paper and pencil tests to proficiency evaluation of program graduates on the job, commonly known as feedback. Feedback is essential for determining learning effectiveness and for quality control of a training program. The kind of instructional strategies, training aids and examination modes utilized for training are limited only by such factors as staff capability and training budget.

The training time specified in the Basic Hospital Corps Curriculum is estimated, based upon essential knowledge and skills and program sequence.

The competency curriculum module, when complete, provides all of the requirements for training a learner to perform the tasks set forth in the module. A module may be used independently or related modules may be re-sequenced into modified competency units to provide training for a specific job segment.

Since the curricula are based upon tasks performed by job incumbents in 1971, current analysis of jobs needs to be accomplished using task inventories that have been updated to reflect changes in performed tasks. Subsequent to job analysis, a revision of the curricula should be accomplished to reflect task changes. When the foregoing are accomplished, then faculty and other staff members may be indoctrinated to the competency curricula and to their relationship to the education and training system.

In addition to the primary use for the systematic training of job incumbents, these curricula may be used to plan for new training programs, develop new curricula, and revise existing curricula; develop or modify performance standards; develop or modify proficiency examinations; define billets; credentialize training programs; counsel on careers; select students; and identify and select faculty.

The System

Three sub-systems, as described, comprise the proposed system for Education and Training Programs in The Navy Medical Department. This exploratory and advanced developmental research has established an overall methodology for improved education and training incorporating every possible means of providing bases for demonstrating feasibility and cost effectiveness. There remains only job analysis sub-system updating, instructional sub-system completion, and full system test and evaluation.

Acknowledgements

The authors wish to acknowledge the invaluable participation of the several thousands of Naval personnel who served as respondents in inventory application. The many military and civilian personnel who contributed to developmental efforts are cited by name in the Final Report.

The authors also wish to acknowledge former colleagues for singularly important contributions, namely, Elias H. Porter, Ph.D., Carole K. Kauffman, R.N., M.P.H., Mary Kay Munday, B.S.N., R.N., Gail Zarren, M.S.W., and Renee Schick, B.A.

Identity and acknowledgement of the project Advisory Group during the project's final year is recorded in the Final Report.

Lastly, the project could not have been commenced nor carried out without the vision, guidance and outstanding direction of Ouida C. Upchurch, Capt., NC, USN, Project Manager.

NAVY MEDICAL DEPARTMENT

TASK INVENTORY BOOKLET

OPERATING ROOM

CONSTRAINTS AND ETHICAL USE

This task inventory was developed three years ago in a first-version key punch format for education and training research purposes.

The present "operational" format, using a mark-sense response booklet (Opscan), is recommended for future applications. The task and equipment statements comprising the bulk of the inventory are precisely the same (less duplicate entries) as in the original research tools but rearranged for Opscan mode. Biographical data questions have also been reformatted for Opscan (NEC codes should be updated).

The processing, administering and formatting of this inventory have thus been readied for operational application.

It is strongly recommended that this inventory be updated in its task and equipment statement sections before actual operational use. These reasons pertain:

- Changes in medical or related procedures or techniques
- Some tasks may violate current policy or be obsolete
- Equipment changes may have occurred
- The objective of task comprehensiveness may change
- Objectives may shift to embrace manpower utilization as well as education and training

In the latter regard, the present operational format includes a "time to perform" dimension (as well as frequency of performance and two additional optional blank response dimension fields). As a response dimension, "time to perform" has been validated within the context of inventories for professional personnel where the objectives embraced utilization (i.e., time associated with shared and delegable tasks). The original Enlisted inventory content was directed to education and training factors only. If "time to perform" is to be used operationally, each task and equipment statement should be examined by expert job incumbents to remove possible overlaps which could confound "time to perform" data. This review process would also serve other purposes cited above.

A general precaution is in order.

When task analysis inventories are poorly prepared, loosely administered, administered according to less than rigorous sampling, or are handled casually in processing or interpretation, they will inevitably produce poor or questionable data, at best. At worst, such practices will result in loss of money and time, and produce dangerous data. Inventories should be prepared, applied, processed and interpreted only by knowledgeable professional and technical personnel. As in the cases of ethically controlled behavior tests, inventories should not be casually copied or distributed, and should remain under the control of authorized, trained personnel. Factors effecting reliability and validity should be fully appreciated.

GENERAL INSTRUCTIONS

There are two parts to be completed for this survey:

- Part I Career Background Information
 (answers to be recorded in this
 TASK BOOKLET)

- Part II A List of Tasks (answers to be
 recorded on the accompanying
 RESPONSE BOOKLET)

- B List of Instruments and
 Equipment (answers to be
 recorded on the accompanying
 RESPONSE BOOKLET)

Each part is preceded by a set of instructions. Be sure to read them carefully before you start answering each part. All instructions are found on the tinted pages.

PLEASE USE ONLY NUMBER 2 LEAD PENCILS. ERASE ALL CHANGES CAREFULLY AND COMPLETELY. DO NOT PUT ANY MARKS OTHER THAN YOUR ANSWERS ON EACH RESPONSE PAGE.

DO NOT FOLD, WRINKLE, CREASE OR DETACH PAGES FROM EITHER TASK BOOKLET OR RESPONSE BOOKLET.

WHEN RECORDING YOUR ANSWERS YOU MAY WANT TO USE A RULER TO READ ACROSS ANSWER AND QUESTION COLUMNS.

WHEN YOU HAVE COMPLETED YOUR RESPONSES, PUT THE TASK INVENTORY BOOKLET AND THE RESPONSE BOOKLET IN THE ENCLOSED SELF-ADDRESSED ENVELOPE. SEAL AND RETURN TO THE OFFICER WHO GAVE YOU THIS PACKAGE. COMPLETED BOOKLETS SHOULD BE RETURNED WITHIN ONE WEEK OF RECEIPT.

Part I

CAREER BACKGROUND INFORMATION

Check that the Form and Serial Number in this box match those on the cover of this Booklet

Please fill out completely

Name of your Duty Station _____

City & State (if applicable) _____

Your Name _____

Social Security Number _____

DO NOT FILL IN

N
Form Serial No.

(1)

(7)

(14)

PLEASE ANSWER QUESTIONS BELOW BY ENTERING THE PROPER NUMBER IN THE BLANKS PROVIDED. TWO BLANKS REQUIRE A TWO-DIGIT ANSWER. DISREGARD NUMBERS IN PARENTHESIS.

ENTER
ANSWERS
HERE

Q1. Select the number to indicate the Corps to which you belong:

1. Dental Technician
2. Hospital Corps

Q1.____ (23)

Q2. Indicate your military status:

1. USN
2. USNR

Q2.____ (24)

Q3. Indicate your pay grade:

1. E1
2. E2
3. E3
4. E4
5. E5
6. E6
7. E7
8. E8
9. E9

Q3.____ (25)

Q4. Indicate your total years of active duty in the Navy to date: (estimate to the nearest year)

1. Less than 2 years
2. 2 to 4 years
3. 5 to 8 years
4. More than 8 years

Q4.____ (26)

		ENTER ANSWERS HERE	
Q5.	Select the number to indicate your present immediate supervisor:	Q5. __	(27)
	1. Physician		
	2. Dentist		
	3. Nurse		
	4. MSC Officer		
	5. HM or DT		
	6. Other (Specify) _____		
Q6.	Select the number to indicate the average number of hours you work per week: (estimate to the nearest hour)	Q6. __	(28)
	1. 35 to 40 hours		
	2. 41 to 50 hours		
	3. More than 50 hours		
Q7.	Please give an estimate of the percent of time you spend on the following (write five percent as 05):	Q7.	
	1. Inpatient care	1. __ __%	(29)
	2. Outpatient care	2. __ __%	(31)
	3. Teaching	3. __ __%	(33)
	4. Administration	4. __ __%	(35)
	5. Other (specify) _____	5. __ __%	(37)
Q8.	Assuming that most or all of the following factors are of importance to you, select the three which, if improved, would contribute <u>most</u> to your job satisfaction:	Q8. __ __	(39)
	01 Salary and/or promotion opportunities		
	02 Retirement benefits		
	03 Housing		
	04 Educational advancement opportunities		
	05 Stability of tour of duty		
	06 Physical facilities and equipment		
	07 Administrative and clerical support		
	08 Work load		
	09 Personal career planning		
	10 Opportunity to attend professional meetings		
			(41)
			(43)

ENTER
ANSWERS
HERE

- Q9. Using the list on page vii specify your current NEC by writing the last two digits of the CODE. Q9. __ __ (45)
- Q10. Select the number to indicate your years of experience corresponding to the NEC stated in Q9: (estimate to the nearest year) Q10. __ __ (47)
1. Less than 1 year 4. 6 to 10 years
2. 1 to 2 years 5. 11 to 15 years
3. 3 to 5 years 6. More than 15 years
- Q11. If you have other NEC(s) in addition to the one specified in Q9, check page vii and indicate the last two digits of the CODE(s). If you have none, enter "99" in answer space for Q11 and Q12. Q11a. __ __ (48)
b. __ __ (50)
- Q12. Select the number to indicate the years of experience you had in the NEC(s) stated in Q11 (estimate to the nearest year). Q12a. __ __ (52)
b. __ __ (53)
1. Less than 1 year 4. 6 to 10 years
2. 1 to 2 years 5. 11 to 15 years
3. 3 to 5 years 6. More than 15 years
- Q13. From the list below, write the two-digit CODE to indicate the specialty of the department in which you are currently functioning. Q13. __ __ (54)

CODE

- | | |
|--------------------------|--------------------|
| 01 Administration | 18 Urology |
| 02 Education | 19 Intensive Care |
| 03 Anesthesiology | 20 Operating Room |
| 04 Coronary Care | 21 Emergency Room |
| 05 Dermatology | 00 Other (specify) |
| 06 Medicine - OPD | |
| 07 Medicine - Wards | |
| 08 Obstetrics/Gynecology | |
| 09 Ophthalmology | |
| 10 Orthopedics | |
| 11 Otolaryngology | |
| 12 Medical Laboratory | |
| 13 Pediatrics | |
| 14 Psychiatry | |
| 15 Public Health | |
| 16 Radiology | |
| 17 General Surgery-Wards | |

ENTER
ANSWER
HERE

Q14. Select the number to indicate the type of duty station at which you currently work, and have been working for at least 30 days:

Q14.____ (56)

1. Hospital
2. Dispensary
3. Aboard ship/sub, no M.O. (or D.O.) aboard
4. Aboard ship/sub, M.O. (or D.O.) aboard
5. Aviation squadron/wing, Navy or Marine
6. Marine ground forces
7. Administrative Commands
8. Research Commands or PMUs
9. Dental Clinic
0. Other _____

Q15. Indicate the number of people you normally supervise:

Q15.____ (57)

- | | |
|---------|------------|
| 0. None | 3. 6-10 |
| 1. 1-2 | 4. 11-20 |
| 2. 3-5 | 5. over 20 |

MEDICAL/DENTAL NEC (NAVAL ENLISTED CODE) AND TITLE

0000 General Service, Hospital or Dental Corpsman
3371 Health Physics & Process Control Technician
3391 Nuclear Power Plant Operator
8402 Nuclear Submarine Medicine Technician
8403 Submarine Medicine Technician
8404 Medical Field Service Technician
8405 Advanced Hospital Corps Technician (Class B)
8406 Aviation Medicine Technician
8407 Nuclear Medicine Technician
8408 Cardiopulmonary Technician
8409 Aviation Physiology Technician
8412 Clinical Laboratory Assistant Technician
8413 Tissue Culture Technician
8414 Clinical Chemistry Technician
8415 Medical Technology Technician
8416 Radioactive Isotope Technician
8417 Clinical Laboratory Technician
8432 Preventive Medicine Technician
8433 Tissue Culture and Tissue Bank Technician
8442 Medical Administrative Technician
8452 X-ray Technician
8453 Electrocardiograph/Basal Metabolism Technician
8454 Electroencephalograph Technician
8462 Optician (General) Technician
8463 Optician Technician
8466 Physical and Occupational Technician
8472 Medical Photography Technician
8482 Pharmacy Technician
8483 Operating Room Technician
8484 Eye, Ear, Nose, & Throat Technician
8485 Neuropsychiatry Technician
8486 Urological Technician
8487 Occupational Therapy Technician
8488 Orthopedic Appliance Mechanic
8489 Orthopedic Cast Room Technician
8492 Special Operations Technician
8493 Medical Deep Sea Diving Technician
8494 Physical Therapy Technician
8495 Dermatology Technician
8496 Embalming Technician
8497 Medical Illustration Technician
8498 Medical Equipment Repair Technician
8703 DT General, Advanced
8707 DT Field Service
8713 DT Clinical Laboratory
8714 DT Research Assistant
8722 DT Administrative
8732 DT Repair
8752 DT Prosthetic, Basic
8753 DT Prosthetic, Advanced
8765 DT Maxillofacial Prosthetic

RESPONSE BOOKLET INSTRUCTIONS

- To complete Part II, you need this TASK BOOKLET and the accompanying RESPONSE BOOKLET. Record all your answers to Part II in the RESPONSE BOOKLET.
- All pages of the RESPONSE BOOKLET are machine readable. In order for responses to be properly read, please be sure to:
 1. Use a No. 2 pencil only
 2. Carefully and completely shade the number corresponding to your answer under each column.
- Complete Page 00 of the RESPONSE BOOKLET first. Follow instructions given on the page. Fill in Line 1, and Boxes 2, 3, 4, and 5. Ignore all other boxes. BE SURE TO ENTER YOUR SOCIAL SECURITY NUMBER (WRITE DOWNWARD) IN THE BLANK SPACES IN BOX 3: then darkly shade the corresponding number on each line. An example of a completed Page 00 is shown on the next page (the handwritten notes in this example are for clarification only. Please do not make similar notes on your RESPONSE BOOKLET.)
- After completing Page 00, carefully read and follow instructions given on pages x through xiv.
- PLEASE HANDLE YOUR RESPONSE BOOKLET CAREFULLY. KEEP IT CLEAN AND AWAY FROM CHEMICALS. DO NOT DETACH, FOLD, WRINKLE OR CROSS OUT ANY PAGE.

DO NOT MARK IN THESE BOXES	0 1 2 3 4 5 6 7 8 9	0 1 2 3 4 5 6 7 8 9	0 1 2 3 4 5 6 7 8 9	0 1 2 3 4 5 6 7 8 9
	0 1 2 3 4 5 6 7 8 9	0 1 2 3 4 5 6 7 8 9	0 1 2 3 4 5 6 7 8 9	0 1 2 3 4 5 6 7 8 9
	RESPONSE BOOKLET			
	Serial No. 0233			

My name is

1 NAME

Mary Smith

Ignore these boxes

TASK ANALYSIS BACKGROUND
DATA SHEET

INSTRUCTIONS	
1.	Use No. 2 pencil <u>ONLY</u> .
2.	Indicate responses with solid black mark in space provided.
3.	Erase <u>COMPLETELY</u> all changes.
4.	Do not detach forms from packet.
5.	Answer questions 2 through 5 below.
6.	See Task Statement Booklet for further instructions for completing boxes to the right.

Today is June 4, 1972
June = 06
1972 = 72

2 TODAY'S DATE	MONTH	0 1 2 3 4 5 6 7 8 9
	DAY	0 1 2 3 4 5 6 7 8 9
	YEAR	0 1 2 3 4 5 6 7 8 9
	YEAR	0 1 2 3 4 5 6 7 8 9

3 SOCIAL SECURITY NUMBER	3	0 1 2 3 4 5 6 7 8 9
	0	0 1 2 3 4 5 6 7 8 9
	4	0 1 2 3 4 5 6 7 8 9
	2	0 1 2 3 4 5 6 7 8 9
	6	0 1 2 3 4 5 6 7 8 9
	9	0 1 2 3 4 5 6 7 8 9
	7	0 1 2 3 4 5 6 7 8 9
	5	0 1 2 3 4 5 6 7 8 9
	1	0 1 2 3 4 5 6 7 8 9

SEE COVER OF YOUR TASK BOOKLET Form N20, Ser. No. 0233

4 TASK BOOKLET	FORM	A B C D E F G H I J K L M N O P Q R S T U V W X Y Z
		0 1 2 3 4 5 6 7 8 9
	SERIAL NO.	0 1 2 3 4 5 6 7 8 9
		0 1 2 3 4 5 6 7 8 9
		0 1 2 3 4 5 6 7 8 9
		0 1 2 3 4 5 6 7 8 9

My Birthday is May 10, 1940
May = 05 1940 = 40

5 DATE OF BIRTH	MONTH	0 1 2 3 4 5 6 7 8 9
	DAY	0 1 2 3 4 5 6 7 8 9
	YEAR	0 1 2 3 4 5 6 7 8 9
	YEAR	0 1 2 3 4 5 6 7 8 9

SEE TASK STATEMENT BOOKLET FOR INSTRUCTIONS TO COMPLETE BOOKLET	6	0 1 2 3 4 5 6 7 8 9	13 0 1
		0 1 2 3 4 5 6 7 8 9	14 0 1
		0 1 2 3 4 5 6 7 8 9	15 0 1
		0 1 2 3 4 5 6 7 8 9	16 0 1
	7	0 1 2 3 4 5 6 7 8 9	17 0 1
		0 1 2 3 4 5 6 7 8 9	18 0 1
		0 1 2 3 4 5 6 7 8 9	19 0 1
		0 1 2 3 4 5 6 7 8 9	20 0 1
	8	0 1 2 3 4 5 6 7 8 9	21 0 1
		0 1 2 3 4 5 6 7 8 9	22 0 1
		0 1 2 3 4 5 6 7 8 9	23 0 1
		0 1 2 3 4 5 6 7 8 9	24 0 1
9	0 1 2 3 4 5 6 7 8 9	25 0 1	
	0 1 2 3 4 5 6 7 8 9	26 0 1	
	0 1 2 3 4 5 6 7 8 9	27 0 1	
	0 1 2 3 4 5 6 7 8 9	28 0 1	
10	0 1 2 3 4 5 6 7 8 9	29 0 1	
	0 1 2 3 4 5 6 7 8 9	30 0 1	
11	0 1 2 3 4 5 6 7 8 9	31 0 1	
	0 1 2 3 4 5 6 7 8 9	32 0 1	
12	0 1 2 3 4 5 6 7 8 9	33 0 1	
	0 1 2 3 4 5 6 7 8 9	34 0 1	

Ignore these boxes

PART II

PART II A LIST OF TASKS

PART II B LIST OF INSTRUMENTS AND EQUIPMENT

HOW TO RESPOND TO TASK STATEMENTS AND INSTRUMENTS

Your responses to each statement should be marked on the corresponding page, column and item number in your RESPONSE BOOKLET.

Note that each page in your RESPONSE BOOKLET has two response blocks. The left-hand block (items 1-25) is for entering responses to statements printed on LEFT pages of this TASK BOOKLET; the right-hand block (items 26-50) is for the responses to statements printed on RIGHT pages. Make sure that your answers are recorded in the appropriate block on every page. DO NOT MAKE ANY MARKS OTHER THAN YOUR ANSWERS!

Each time you start a new page in your RESPONSE BOOKLET, check the page on your TASK BOOKLET. See that the numbers match; then mark the page number in "Box X" in the response page (see instructions at the top of response page.) This is necessary for computer processing.

Tear the Response Guide (p. xiii) at the perforation, and use the correct side to respond to each task or instrument found on the following white pages. Note the following detailed explanation of responses.

Column A - (the responses to Column A differ for Part II A and Part II B, be sure to use the appropriate set of responses.)

Part II A

How often did you do this task within the last month?
(If you were on leave, consider your immediate past working month.)

- 0 = Did not do
- 1 = Did less than 5 times
- 2 = Did 5 to 20 times
- 3 = Did 21 to 50 times
- 4 = Did 51 to 100 times
- 5 = Did more than 100 times

Part II B

How often did you use this instrument or piece of equipment within the last month? (If you were on leave, consider your immediate past working month.)

- 0 = Did not use
- 1 = Used less than 5 times
- 2 = Used 5-20 times
- 3 = Used 21-50 times
- 4 = Used 51-100 times
- 5 = Used more than 100 times

If answer in Column A is 0, go to the next statement. If answer is 1, 2, 3, 4 or 5, answer also Columns B, C & D.

Column B

Indicate the approximate time you spent on a single
performance the last time you performed this task.

0 = less than one minute

1 = 1 to 4 minutes

2 = 5 to 10 minutes

3 = 11 to 20 minutes

4 = 21 to 30 minutes

5 = 31 to 60 minutes

6 = 1 to 2 hours

7 = more than 2 hours

Column C

Do you feel you need additional training to perform
this task?

0 = No

1 = Yes

RESPONSE GUIDE

(DO NOT LOSE THIS TAB)

HOW TO RESPOND TO PART IIA - LIST OF TASKS

IF A = 0, GO TO NEXT STATEMENT: IF A = 1-5, ANSWER COLUMNS B, C & D ALSO.

xiii

ANSWER COL. A FIRST. IF A = 0, GO TO NEXT STATEMENT: IF A = 1-5, ANSWER COLUMNS B, C & D ALSO.	A	B	C	D
FREQUENCY	0=DID NOT DO LAST MONTH 1=DID LESS THAN 5 TIMES 2=DID 5 TO 20 TIMES 3=DID 21 TO 50 TIMES 4=DID 51 TO 100 TIMES 5=DID MORE THAN 100 TIMES	TIME CONSUMED (single performance the last time performed) 0=LESS THAN 1 MINUTE 1=1 TO 4 MINUTES 2=5 TO 10 MINUTES 3=11 TO 20 MINUTES 4=21 TO 30 MINUTES 5=31 TO 60 MINUTES 6=1 TO 2 HOURS 7=MORE THAN 2 HOURS	DO YOU FEEL YOU NEED ADDITIONAL TRAINING TO PER- FORM THIS TASK? 0=NO 1=YES	OPTION (Additional instructions will be given if this column is used)

RESPONSE GUIDE

(DO NOT LOSE THIS TAB)

HOW TO RESPOND TO PART IIB - LIST OF INSTRUMENTS AND EQUIPMENT

ANSWER COL. A FIRST. IF A = 0, GO TO NEXT STATEMENT: IF A = 1-5, ANSWER COLUMNS B, C & D ALSO.

A	B	C	D
FREQUENCY	TIME CONSUMED (last time used)	DO YOU FEEL YOU NEED ADDITIONAL TRAINING TO PER- FORM THIS TASK?	OPTION (Additional instructions will be given if this column is used)

0=DID NOT USE LAST MONTH
1=USED LESS THAN 5 TIMES
2=USED 5 TO 20 TIMES
3=USED 21 TO 50 TIMES
4=USED 51 TO 100 TIMES
5=USED MORE THAN 100 TIMES

0=LESS THAN 1 MINUTE
1=1 TO 4 MINUTES
2=5 TO 10 MINUTES
3=11 TO 20 MINUTES
4=21 TO 30 MINUTES
5=31 TO 60 MINUTES
6=1 TO 2 HOURS
7=MORE THAN 2 HOURS

0=NO
1=YES

RESPONSE GUIDE

(DO NOT LOSE THIS TAB)

HOW TO RESPOND TO PART IIA - LIST OF TASKS

xiii

ANSWER COL. A FIRST. IF A = 0, GO TO NEXT STATEMENT: IF A = 1-5, ANSWER COLUMNS B, C & D ALSO.

A

FREQUENCY

0=DID NOT DO LAST MONTH
1=DID LESS THAN 5 TIMES
2=DID 5 TO 20 TIMES
3=DID 21 TO 50 TIMES
4=DID 51 TO 100 TIMES
5=DID MORE THAN 100 TIMES

B

TIME CONSUMED
(single performance
the last time
performed)

0=LESS THAN 1 MINUTE
1=1 TO 4 MINUTES
2=5 TO 10 MINUTES
3=11 TO 20 MINUTES
4=21 TO 30 MINUTES
5=31 TO 60 MINUTES
6=1 TO 2 HOURS
7=MORE THAN 2 HOURS

C

DO YOU FEEL YOU
NEED ADDITIONAL
TRAINING TO PER-
FORM THIS TASK?

0=NO
1=YES

D

OPTION

(Additional instructions
will be given if this
column is used)

RESPONSE GUIDE

(DO NOT LOSE THIS TAB)

HOW TO RESPOND TO PART IIB - LIST OF INSTRUMENTS AND EQUIPMENT

ANSWER COL. A FIRST. IF A = 0, GO TO NEXT STATEMENT: IF A = 1-5, ANSWER COLUMNS B, C & D ALSO.

A	B	C	D
FREQUENCY	TIME CONSUMED (last time used)	DO YOU FEEL YOU NEED ADDITIONAL TRAINING TO PER- FORM THIS TASK?	OPTION (Additional instructions will be given if this column is used)
0=DID NOT USE LAST MONTH	0=LESS THAN 1 MINUTE	0=NO	
1=USED LESS THAN 5 TIMES	1=1 TO 4 MINUTES	1=YES	
2=USED 5 TO 20 TIMES	2=5 TO 10 MINUTES		
3=USED 21 TO 50 TIMES	3=11 TO 20 MINUTES		
4=USED 51 TO 100 TIMES	4=21 TO 30 MINUTES		
5=USED MORE THAN 100 TIMES	5=31 TO 60 MINUTES		
	6=1 TO 2 HOURS		
	7=MORE THAN 2 HOURS		

Part II A
LIST OF TASKS

TASK NO. ENTER RESPONSES TO STATEMENTS BELOW IN LEFT SIDE OF PAGE 01
OF RESPONSE BOOKLET

- 1 RECEIVE PATIENTS ON ARRIVAL, I.E. INTRODUCE SELF, OBTAIN PATIENT'S NAME
- 2 VERIFY IDENTIFICATION OF PATIENT, E.G. FOR TREATMENT, MEDICATIONS, EXAMINATION
- 3 REMOVE/SECURE/RETURN PATIENTS PERSONAL EFFECTS
- 4 REASSURE/CALM PATIENT BEFORE SURGERY
- 5 COMPLETE/VERIFY PRE-OP CHECK OFF LIST
- 6 OBTAIN CONSENTS FOR PROCEDURES/AUTOPSY
- 7 CHECK PATIENTS CHART/HEALTH RECORD FOR COMPLETENESS OF FORMS/REPORTS/RECORDS
- 8 VERIFY THAT DOCTOR'S ORDERS ARE UP-TO-DATE, E.G. TREATMENT, MEDICATION, DIET
- 9 ENTER PATIENT IDENTIFICATION INFORMATION ONTO REPORTS/RECORDS
- 10 ASSEMBLE PATIENT CHART, RECORDS, X-RAYS FOR PRE-OP
- 11 GRAPH PATIENT DATA, E.G., VITAL SIGNS, I AND O
- 12 MAKE ENTRIES ONTO ANESTHESIA RECORD
- 13 CHECK PERSONNEL FOR REQUIRED ATTIRE FOR ENTRY/EXIT FROM DEPARTMENT
- 14 GIVE/RECEIVE VERBAL REPORTS ABOUT PATIENT
- 15 CARRY OUT DOCTOR'S VERBAL ORDERS
- 16 INFORM DOCTOR/NURSE OF PATIENT'S CONDITION, E.G. DESCRIPTION OF INJURY, SYMPTOMS, RESPONSE
- 17 CONSULT DOCTOR OR NURSE TO OBTAIN INFORMATION/ADVICE ON PATIENT CARE
- 18 RECOMMEND PATIENT'S TRANSFER ACCORDING TO NEED/READINESS, E.G. FROM R.R., TO DELIVERY ROOM
- 19 MAKE PATIENT ROUNDS/SICK CALL WITH DOCTOR
- 20 PREPARE RADIOGRAPHS FOR VIEWING BY DOCTOR
- 21 LOG CHANGES/DELETIONS OF OPERATING PROCEDURES ON SLATE IN OPERATING ROOM
- 22 PREPARE OPERATIVE REPORTS FOR WARD CLERK
- 23 LOCATE MISPLACED CHARTS/HEALTH RECORDS
- 24 NOTIFY MEDICAL PERSONNEL OF TREATMENT NEEDS FOR PATIENT
- 25 REVIEW PAST AND PRESENT MEDICAL/DENTAL HISTORY TO PLAN CARE

TASK NO.	ENTER RESPONSES TO STATEMENTS BELOW IN RIGHT SIDE OF PAGE 01 OF RESPONSE BOOKLET
25	ACCOMPANY PATIENT TO OTHER DEPARTMENTS/CLINICS
26	LOAD/UNLOAD PATIENTS FROM STRETCHERS (GURNEY)
28	ASSIST PATIENTS IN/OUT OF BED, EXAM OR G.R. TABLES
29	ASSIST PATIENT TO STAND/WALK/DANGLE
30	CHECK PATIENT FOR PROSTHESIS, E.G. EYE/TEETH/EXTREMITY
31	RESTRAIN PATIENTS, E.G. LINEN-LEATHER STRAPS, POSIE BELT, BLANKET WRAPS
32	RESTRAIN/CONTROL PATIENT VERBALLY
33	RESTRAIN/CONTROL CHILDREN FOR EXAMINATION/TREATMENT/TEST
34	MOVE/POSITION COMATOSE/ANESTHETIZED PATIENT
35	MOVE/POSITION PATIENT WITH SUSPECTED FRACTURES OF EXTREMITIES
36	MOVE/POSITION PATIENT WITH SUSPECTED SPINAL FRACTURES OR CORD INJURIES
37	MOVE/POSITION PATIENT WITH HEAD INJURIES
38	MOVE/POSITION PATIENT WITH SUSPECTED INTERNAL INJURIES
39	CLEAN WOUND, CUT, ABRASION
40	SHAVE AND SCRUB PATIENT FOR SURGERY OR DELIVERY OR TREATMENT OR EXAMINATION
41	GIVE PHISOXEX/BETADINE SCRUB TO PATIENTS
42	PREPARE SKIN SITE WITH ANTISEPTIC SOLUTION PRIOR TO INCISION/ SUTURING/TREATMENT OR EXAMINATION
43	POSITION/HOLD PATIENT FOR EXAMINATION, TREATMENT, SURGERY
44	POSITION PATIENT IN BODY ALIGNMENT
45	GROUND PATIENT, E.G. FOR ELECTRICAL CAUTERIZATION, DEFIBRILLATION, EKG
46	APPLY/CHANGE/ADJUST LEADS OR NEEDLE ELECTRODES, E.G. MONITOR, EKG, EEG
47	CHECK PATIENTS TEMPERATURE
48	CHECK RADIAL (WRIST) PULSE
49	TAKE BLOOD PRESSURE
50	CHECK/COUNT RESPIRATIONS

TASK NO.	ENTER RESPONSES TO STATEMENTS BELOW IN LEFT SIDE OF PAGE 02 OF RESPONSE BOOKLET
1	OBSERVE PATIENT FOR/REPORT AND DESCRIBE ABNORMAL RESPIRATIONS
2	CHECK PATIENT'S AIRWAY FOR PATENCY/OBSTRUCTION
3	OBSERVE FOR/REPORT SYMPTOMS OF ASPIRATION
4	CHECK CENTRAL VENOUS PRESSURE
5	DETERMINE APICAL PULSE RATE/RHYTHM WITH STETHESCOPE
6	CHECK PEDAL PULSE FOR PRESENCE AND QUALITY
7	CHECK FEMORAL PULSE FOR PRESENCE AND QUALITY
8	AUSCULTATE HEART TO DETECT ABNORMAL SOUNDS, I.E. P.V.C., BRUITS, MURMURS
9	AUSCULTATE LUNGS TO DETECT ABNORMAL SOUNDS, I.E. RALES, WHEEZE, RONCHI
10	CHECK PUPIL REACTION TO LIGHT
11	PERFORM NEUROLOGICAL (CRANIAL) CHECKS, E.G. PUPILS, VITAL SIGNS, PATIENT RESPONSE
12	PERFORM CIRCULATION CHECK, E.G. COLOR, PULSE, TEMPERATURE OF SKIN, CAPILLARY RETURN
13	IDENTIFY AND DESCRIBE CARDIAC ARRHYTHMIAS WHICH APPEAR ON MONITOR AND/OR TRACING STRIP
14	OBSERVE/RECORD PATIENT'S PHYSICAL/EMOTIONAL RESPONSE TO TREATMENT/DIAGNOSTIC PROCEDURES
15	OBSERVE/RECORD OR DESCRIBE CHARACTERISTICS OF URINE OR FECES OR VOMITUS OR REGURGITATION
16	OBSERVE/RECORD OR DESCRIBE CHARACTERISTICS OF DRAINAGE FROM INTERNAL BODY ORGANS
17	OBSERVE/RECORD OR DESCRIBE CHARACTERISTICS OF DRAINAGE FROM INCISIONS/WOUNDS
18	OBSERVE/RECORD OR DESCRIBE CHARACTERISTICS OF SPUTUM, MUCUS
19	OBSERVE/RECORD OR DESCRIBE CHARACTERISTICS OF DRAINAGE FROM EYES/EARS
20	MEASURE CONTENTS OF DRAINAGE CONTAINER, E.G. BAGS, BOTTLES, BASINS, URINALS
21	RECORD/TALLY FLUID INTAKE AND OUTPUT
22	REPORT CHANGES OR IMBALANCES IN INTAKE AND OUTPUT
23	EVALUATE PATIENT'S COMPLAINTS OR SYMPTOMS OF PAIN
24	OBSERVE/REPORT PATIENT'S MUSCLE TONE, E.G. RIGID, FLACCID, SPASTIC, SPASMS
25	OBSERVE/DESCRIBE OR REPORT CHARACTERISTICS OF CONVULSIONS/SEIZURES

TASK NO.	ENTER RESPONSES TO STATEMENTS BELOW IN RIGHT SIDE OF PAGE 02 OF RESPONSE BOOKLET
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- | | |
|----|---|
| 25 | EXAMINE FOR SYMPTOMS OF INTERNAL HEMORRHAGE |
| 27 | OBSERVE FOR/REPORT SYMPTOMS OF EXTERNAL HEMORRHAGE |
| 28 | OBSERVE FOR/REPORT SYMPTOMS OF WOUND INFECTION |
| 29 | CHECK FOR EDEMA (SWELLING) OF EXTREMITIES, EYES |
| 30 | CHECK SKIN TURGOR (ELASTICITY) |
| 31 | OBSERVE PATIENT FOR SIGNS OF CHILLING |
| 32 | OBSERVE FOR/REPORT OR DESCRIBE SYMPTOMS OF IRRITABILITY, RESTLESSNESS, APPREHENSION |
| 33 | OBSERVE FOR/REPORT SYMPTOMS OF DEHYDRATION |
| 34 | PALPATE (FEEL) ABDOMEN FOR DISTENSION (HARDNESS/SOFTNESS) |
| 35 | AUSCULTATE ABDOMEN FOR BOWEL SOUNDS |
| 36 | PALPATE (FEEL) BLADDER FOR DISTENSION (FULLNESS) |
| 37 | OBSERVE FOR/REPORT SYMPTOMS OF URINARY TRACT INFECTION |
| 38 | OBSERVE PATIENT/PERSONNEL IN HYPOBARIC/HYPERBARIC CHAMBER |
| 39 | RECORD ADMINISTRATION OF MEDICATION ON PATIENT HEALTH RECORD |
| 40 | APPLY TOPICAL SKIN/LIP MEDICATION, E.G. OINTMENT, POWDER |
| 41 | ADMINISTER SUBLINGUAL/BUCCAL MEDICATION |
| 42 | ADMINISTER MEDICATION TO EYE/EAR/NOSE |
| 43 | ADMINISTER INTRADERMAL INJECTION |
| 44 | ADMINISTER MEDICATION BY SUBCUTANEOUS INJECTION |
| 45 | ADMINISTER MEDICATION BY INTRAMUSCULAR INJECTION |
| 46 | INSERT RECTAL SUPPOSITORY OR MEDICATION |
| 47 | INSERT VAGINAL SUPPOSITORY |
| 48 | INSTILL MEDICATION INTO TUBE, MACHINE, E.G. TRACH TUBE, CATHETERS, I.P.P.B. MACHINE |
| 49 | ADMINISTER NARCOTICS |
| 50 | ADMINISTER CONTROLLED DRUGS |

TURN PAGE

TASK NO. ENTER RESPONSES TO STATEMENTS BELOW IN LEFT SIDE OF PAGE 03
OF RESPONSE BOOKLET

- 1 DISCONTINUE I.V. THERAPY
- 2 MONITOR/REGULATE INTRAVENOUS SOLUTION FLOW RATE
- 3 START I.V. THERAPY VIA MEDICUT (ANGIOCATH, JELCO)
- 4 START I.V. THERAPY VIA INTRACATH
- 5 START I.V. THERAPY VIA NEEDLE/SCALP VEIN/BUTTERFLY
- 6 ADMINISTER MEDICATION BY INJECTION INTO IV TUBING
- 7 ADMINISTER I.V. MEDICATION DIRECTLY INTO VEIN
- 8 ADMINISTER I.V. MEDICATION VIA SOLUSET, PIGGY BACK, OR I.V. BOTTLE
- 9 ADD/CHANGE I.V. BOTTLE DURING CONTINUOUS INFUSION
- 10 START/HANG BLOOD TRANSFUSION
- 11 REGULATE BLOOD TRANSFUSION FLOW
- 12 ADMINISTER BLOOD EXPANDER OTHER THAN BLOOD, E.G. PLASMA, ALBUMIN
- 13 CONFER WITH PRESCRIBING DOCTOR ON QUESTIONS CONCERNING PRESCRIPTIONS
- 14 CALCULATE RATE OF I.V. FLOW, E.G. DROPS PER MINUTE
- 15 TEST FOR ALLERGIC RESPONSE TO A SPECIFIC AGENT, E.G. DYE/DRUG
- 16 OBSERVE/REPORT SYMPTOMS OF SIDE EFFECTS TO TREATMENT/MEDICATION
- 17 OBSERVE FOR/REPORT SYMPTOMS OF INSULIN REACTION
- 18 CONVERT MEDICATION DOSAGE FROM CC TO MINIMS, GRAINS TO GRAM
- 19 CONVERT COMMON WEIGHTS AND MEASURES FROM ONE SYSTEM TO ANOTHER, E.G. CC TO TSP, LBS TO KG
- 20 ORDER STOCK MEDICATIONS FROM PHARMACY
- 21 DO AN INVENTORY OF DRUGS OTHER THAN NARCOTICS AND CONTROLLED DRUGS
- 22 CHECK/COUNT NARCOTICS/CONTROLLED DRUGS
- 23 SIGN FOR NARCOTICS AND RESTRICTED DRUGS
- 24 MONITOR EXPIRATION DATED PHARMACEUTICALS
- 25 ROTATE PHARMACEUTICAL STOCKS TO INSURE FRESHNESS AND POTENCY

GO TO RIGHT HAND PAGE

TASK NO. ENTER RESPONSES TO STATEMENTS BELOW IN RIGHT SIDE OF PAGE 03
OF RESPONSE BOOKLET

- | | |
|----|--|
| 26 | CLASSIFY AND STORE DRUGS |
| 27 | DISPOSE OF/RETURN MEDICATIONS/DRUGS WHOSE SHELF-LIFE HAS EXPIRED |
| 28 | DISPOSE OF MEDICATIONS PREPARED BUT NOT ADMINISTERED |
| 29 | SAFEGUARD POISONS |
| 30 | READ/USE PHARMACEUTICAL MANUALS, FORMULARY, PDR |
| 31 | GIVE OXYGEN THERAPY, I.E. CANNULA, CATHETER/MASK |
| 32 | SUCTION NASAL/ORAL PASSAGE |
| 33 | SUCTION TRACHEA, I.E. DEEP ENDOTRACHEAL SUCTION |
| 34 | INSERT N.G./LEVINE TUBE |
| 35 | ASSIST PATIENT WITH BEDPANS/URINALS/COMMODE CHAIRS |
| 36 | REMOVE FOLEY CATHETER |
| 37 | CATHETERIZE THE URINARY BLADDER, MALE |
| 38 | CATHETERIZE THE URINARY BLADDER, FEMALE |
| 39 | CATHETERIZE URINARY BLADDER, CHILDREN |
| 40 | IRRIGATE BLADDER (FOLEY CATHETER) |
| 41 | GIVE POST MORTEM CARE |
| 42 | TRANSPORT THE BODY COMPLETE WITH DOCUMENTS TO THE MORGUE |
| 43 | REMOVE PLASTER CAST |
| 44 | PALPATE JOINTS FOR SWELLING, DEFORMITY, PAIN |
| 45 | APPLY/REMOVE SLING, E.G. ARM, LEG |
| 46 | APPLY/REMOVE SPLINT |
| 47 | APPLY TRACTION SPLINTS |
| 48 | APPLY/REMOVE PROSTHETIC APPLIANCE |
| 49 | APPLY HIP SPICA PLASTER CAST |
| 50 | APPLY SHORT LEG PLASTER CAST |

TURN PAGE

TASK NO.	ENTER RESPONSES TO STATEMENTS BELOW IN LEFT SIDE OF PAGE 04 OF RESPONSE BOOKLET
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- | | |
|----|---|
| 1 | APPLY LONG LEG PLASTER CAST OTHER THAN CYLINDER CAST |
| 2 | APPLY BODY PLASTER CAST (SPICA) |
| 3 | APPLY LONG ARM PLASTER CAST |
| 4 | APPLY SHORT ARM PLASTER CAST |
| 5 | PLACE PATIENT IN BUCK'S TRACTION |
| 6 | PLACE PATIENT IN SKELETAL TRACTION WITH THOMAS SPLINT |
| 7 | TAKE PATIENT IN AND OUT OF TRACTION |
| 8 | INSERT ANTERIOR NASAL PACKING |
| 9 | IRRIGATE EYES |
| 10 | IRRIGATE LACRIMAL DUCTS |
| 11 | IRRIGATE EARS |
| 12 | REMOVE FOREIGN BODY FROM CONJUNCTIVAL SAC |
| 13 | REMOVE SUPERFICIAL FOREIGN BODY FROM THROAT |
| 14 | IRRIGATE ANTRAL SINUS |
| 15 | STAND BY DURING EXAMINATION OF FEMALE PATIENTS |
| 16 | CHECK FETAL HEART BEAT RATE/RHYTHM/VOLUME |
| 17 | PALPATE UTERUS FOR LENGTH, STRENGTH AND FREQUENCY OF CONTRACTIONS |
| 18 | PALPATE UTERUS TO DETERMINE POSITION AND PRESENTATION OF FETUS |
| 19 | OBSERVE FOR/REPORT SYMPTOMS OF PLACENTA ABRUPTIO |
| 20 | CUT UMBILICAL CORD AND APPLY CLAMP |
| 21 | WEIGH BABIES |
| 22 | MASSAGE FUNDUS OF POSTPARTUM PATIENT |
| 23 | PICK UP/DELIVER SPECIMENS |
| 24 | PICK UP BLOOD FROM BLOOD BANK |
| 25 | PREPARE, LABEL AND SEND ROUTINE SPECIMENS E.G. URINE, BLOOD TO LABORATORY |

GO TO RIGHT HAND PAGE

TASK NO.	ENTER RESPONSES TO STATEMENTS BELOW IN RIGHT SIDE OF PAGE 04 OF RESPONSE BOOKLET
26	PREPARE, LABEL AND SEND BIOPSY SPECIMENS TO LABORATORY
27	PREPARE, LABEL AND SEND SPINAL FLUID SPECIMEN TO LABORATORY
28	PREPARE, LABEL AND SEND SURGICAL SPECIMEN TO LABORATORY
29	PREPARE/PRESERVE ROUTINE (NON-TISSUE) LAB SPECIMEN FOR SHIPMENT
30	PREPARE/PRESERVE TISSUE SPECIMEN FOR SHIPMENT
31	COLLECT BLOOD BY VENIPUNCTURE
32	COLLECT CAPILLARY BLOOD SAMPLE, I.E. FROM FINGER TIP, TOE OR EAR LOBE
33	COLLECT URINE SPECIMEN FROM INFANTS
34	COLLECT BLOOD FROM CHILDREN/INFANTS
35	COLLECT RECTAL SPECIMENS USING STERILE SWAB
36	COLLECT CORD BLOOD SAMPLES
37	TAKE PUS SPECIMEN FROM PATIENT
38	TAKE SKIN SCRAPE SPECIMEN FROM PATIENT
39	TAKE WOUND SPECIMEN FROM PATIENT
40	TAKE NASAL/EAR/THROAT SPECIMEN BY STERILE SWAB
41	COLLECT THROAT/NOSE/EAR CAVITY SECRETIONS/SPECIMEN BY SUCTION TRAP
42	ASPIRATE GASTRIC SECRETION FOR ANALYSIS
43	ASPIRATE DUODENAL SECRETIONS FOR ANALYSIS
44	CHECK SPECIFIC GRAVITY OF URINE
45	TEST FOR OCCULT BLOOD USING CHEMICAL SOLUTION E.G. GUAIAC
46	CENTRIFUGE BLOOD AND SEPARATE SERUM OR PLASMA
47	CONVERT CENTIGRADE TEMPERATURE TO FAHRENHEIT OR VICE VERSA
48	DETERMINE NEED FOR EMERGENCY EQUIPMENT/MEDICATION FOR POSSIBLE PATIENT USE
49	POSITION PATIENT WHO HAS DIFFICULTY BREATHING
50	POSITION PATIENT WHO HAS SYMPTOMS OF SHOCK

TASK NO.	ENTER RESPONSES TO STATEMENTS BELOW IN LEFT SIDE OF PAGE 05 OF RESPONSE BOOKLET
1	PROTECT PATIENT FROM INJURY DURING CONVULSION
2	POSITION EXTREMITIES TO REDUCE SWELLING OR BLEEDING
3	GIVE EXTERNAL CARDIAC MASSAGE
4	ROTATE TOURNIQUETS
5	RESUSCITATE PATIENT USING RESPIRATOR
6	RESUSCITATE PATIENT USING MOUTH TO MOUTH TECHNIQUE
7	RESUSCITATE PATIENT USING AMBU BAG
8	RESUSCITATE PATIENT USING ARM LIFT OR HAND-BACK TECHNIQUE
9	DETERMINE NEED TO DEFIBRILLATE PATIENT
10	DEFIBRILLATE PATIENT
11	INTUBATE PATIENT'S TRACHEA/LARYNX
12	PERFORM TRACHEOTOMY/TRACHEOSTOMY
13	PERFORM CRICOTHYROTOMY
14	GIVE EMERGENCY TREATMENT/FIRST AID FOR HEMO/PNEUMOTHORAX
15	GIVE EMERGENCY TREATMENT/FIRST AID FOR ELECTRICAL BURN
16	GIVE EMERGENCY TREATMENT/FIRST AID FOR ABDOMINAL EVISCERATION
17	GIVE EMERGENCY TREATMENT/FIRST AID FOR INSULIN SHOCK
18	GIVE EMERGENCY TREATMENT/FIRST AID FOR ANAPHYLACTIC REACTION
19	GIVE EMERGENCY TREATMENT/FIRST AID FOR DRUG/CHEMICAL INGESTION/ POISONING
20	GIVE EMERGENCY TREATMENT/FIRST AID FOR INTERNAL HEMORRHAGE
21	GIVE EMERGENCY TREATMENT/FIRST AID FOR CONVULSION
22	GIVE EMERGENCY TREATMENT/FIRST AID FOR CARDIAC ARREST
23	GIVE EMERGENCY TREATMENT/FIRST AID FOR EXTERNAL HEMORRHAGE
24	GIVE EMERGENCY TREATMENT/FIRST AID FOR RESPIRATORY IMPAIRMENT
25	GIVE EMERGENCY TREATMENT/FIRST AID FOR SEVERE DRUG REACTION

GO TO RIGHT HAND PAGE

TASK NO.	ENTER RESPONSES TO STATEMENTS REL. 4 IN RIGHT SIDE OF PAGE 05 OF RESPONSE BOOKLET
26	GIVE EMERGENCY TREATMENT/FIRST AID FOR SHOCK
27	GIVE EMERGENCY TREATMENT/FIRST AID FOR BLAST INJURY
28	GIVE EMERGENCY TREATMENT/FIRST AID FOR GUNSHOT WOUND
29	GIVE EMERGENCY TREATMENT/FIRST AID FOR LACERATION
30	GIVE EMERGENCY TREATMENT/FIRST AID FOR SYNCOPE (FAINTING)
31	SORT/CATEGORIZE CASUALTIES
32	IDENTIFY/MARK CASUALTY WHO HAS RECEIVED TREATMENT, E.G. MARK WITH T.M.
33	ARRANGE FURNITURE/SET UP EQUIPMENT/SUPPLIES FOR PROCEDURE, E.G. EXAM, TREATMENT
34	POUR STERILE SOLUTION, E.G. STERILE WATER, SALINE
35	SCRUB FOR SURGERY/STERILE PROCEDURE
36	GOWN FOR STERILE PROCEDURE
37	GLOVE FOR STERILE PROCEDURE
38	GOWN AND GLOVE PERSONNEL FOR STERILE PROCEDURE
39	TIE UP SURGICAL GOWN FOR SCRUBBED PERSONNEL
40	SET UP MAYO STAND WITH INSTRUMENTS
41	DRAPE/UNDRAPE PATIENT FOR SURGERY
42	SET UP SURGICAL BACK TABLE WITH STERILE INSTRUMENTS/EQUIPMENT
43	SET UP SUTURE BOOK/TOWEL
44	PREPARE SUTURE BOLSTERS
45	PASS STERILE DRAPES TO SURGEON
46	PASS INSTRUMENTS TO PHYSICIAN
47	PASS STERILE ACCESSORIES, EQUIPMENT, E.G. TUBING, CORD TO CIRCULATOR FOR CONNECTION
48	PASS CONTAMINATED MATERIAL TO CIRCULATOR
49	PASS SPECIMEN TO CIRCULATOR
50	PASS RADIOACTIVE IMPLANT TO SURGEON

TURN PAGE

TASK NO.	ENTER RESPONSES TO STATEMENTS BELOW IN LEFT SIDE OF PART 06 OF RESPONSE BOOKLET
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|----|--|
| 1 | MAINTAIN DRY STERILE FIELD DURING SURGERY |
| 2 | CLEAN AND REPOSITION INSTRUMENTS DURING SURGICAL PROCEDURE |
| 3 | ADJUST SURGICAL INSTRUMENTS/EQUIPMENT DURING SURGICAL PROCEDURE |
| 4 | REPORT BREAK IN STERILE TECHNIQUE TO PERSONNEL |
| 5 | REMOVE CONTAMINATED GLOVES FROM SURGICAL TEAM |
| 6 | SUPPLY PHYSICAL COMFORT TO SURGICAL TEAM, E.G. WIFE PROW, RUB BACK |
| 7 | ADJUST SURGICAL SPOT LIGHT |
| 8 | CONNECT DRAINAGE TUBE TO DRAINAGE EQUIPMENT, E.G. BAG, BOTTLE, MACHINE |
| 9 | FLASH STERILIZE INSTRUMENTS |
| 10 | PASS STERILE MATERIALS, EQUIPMENT, MEDICATION, TO PERSONNEL PERFORMING STERILE PROCEDURE |
| 11 | OBTAIN EQUIPMENT, MEDICATIONS, INSTRUMENTS P.R.N. FOR PERSONNEL PERFORMING STERILE PROCEDURE |
| 12 | OBTAIN PROSTHESIS FOR SURGICAL PROCEDURE, E.G. AORTIC GRAPH, PIN, PLATE, IMPLANT |
| 13 | LABEL MEDICINE GLASSES WITH NAME AND AMOUNT OF DRUG FOR STERILE FIELD |
| 14 | HOLD VIALS/AMPULES OF DRUGS FOR USE AND DRUG VERIFICATION DURING STERILE PROCEDURE |
| 15 | COLLECT, COUNT AND LAYOUT USED SPONGES FOR CALCULATING BLOOD LOSS AND FOR SPONGE COUNT |
| 16 | WEIGH USED SPONGES FOR CALCULATING BLOOD LOSS |
| 17 | COUNT SPONGES DURING/AFTER SURGICAL PROCEDURE |
| 18 | ESTIMATE/RECORD BLOOD LOSS FOLLOWING HEMORRHAGE |
| 19 | COUNT NEEDLES/INSTRUMENTS PRE/POST SURGERY |
| 20 | CLEAN AND CLOTHE PATIENTS AFTER SURGERY/TREATMENT/EXAMINATION |
| 21 | ASSIST PATIENT IN PUTTING ON CLOTHES |
| 22 | BREAK DOWN SURGICAL INSTRUMENTS FOR POST OPERATIVE CLEANING |
| 23 | CLEAN/DISINFECT O.R. ROOM AFTER LAST CASE OF THE DAY |
| 24 | CLEAN/DISINFECT O.R. FLOORS/FURNITURE AFTER EACH CASE |
| 25 | SET UP O.R. ROOM FOR SEPTIC CASE |

TASK NO. ENTER RESPONSES TO STATEMENTS BELOW IN RIGHT SIDE OF PAGE 04
OF RESPONSE BOOKLET

- 26 CLEAN/DISINFECT O.R. ROOM AFTER SEPTIC CASE
- 27 APPLY/CHANGE BANDAGES, E.G. ROLLER, TRIANGULAR, KURLEX
- 28 REINFORCE DRESSINGS, I.E. ADD DRESSINGS
- 29 APPLY BINDERS, E.G. T, SCULTETUS, BREAST
- 30 APPLY/CHANGE STERILE DRESSINGS
- 31 APPLY/CHANGE HEAD/NECK DRESSINGS
- 32 APPLY/CHANGE ABDOMINAL DRESSINGS
- 33 APPLY/CHANGE OCCLUSIVE DRESSING
- 34 APPLY/CHANGE BATTLE DRESSINGS
- 35 PACK ANAL/PILOIDIAL FISSURE
- 36 PACK INCISION/WOUND/CAVITY
- 37 DRESS/PACK SUCKING CHEST WOUND
- 38 PATCH EYES
- 39 APPLY/CHANGE SKIN GRAFT DRESSINGS
- 40 APPLY/CHANGE PEDICLE SKIN GRAFT DRESSINGS
- 41 FIRST ASSIST DURING MAJOR SURGERY
- 42 REMOVE FLUID FROM SURGICAL SITE WITH SPONGES OR SUCTION
- 43 POSITION/HOLD RETRACTORS TO MAINTAIN OPEN INCISION
- 44 CONTROL BLEEDING BY PRESSURE DRESSING
- 45 CONTROL MINOR BLEEDING, E.G. AFTER EXTRACTION OR INCISION
- 46 CONTROL BLEEDING BY APPLYING TOURNIQUETS
- 47 CONTROL BLEEDING BY APPLYING DIGITAL PRESSURE ON BLOOD VESSEL
- 48 CLAMP BLOOD VESSELS
- 49 CUT SUTURES AT SURGICAL SITE
- 50 TIE SUTURES/LIGATURES FOR HEMOSTASIS

TURN PAGE

TASK NO.	ENTER RESPONSES TO STATEMENTS BELOW IN LEFT SIDE OF PAGE 07 OF RESPONSE BOOKLET
1	CAUTERIZE BLEEDERS WITH CHEMICAL, E.G., SILVER NITRATE STICK, POWDER
2	CAUTERIZE BLEEDERS WITH ELECTRIC CAUTERY (BOWIE)
3	PREPARE AND POSITION PROSTHESIS/GRAFT TISSUE DURING SURGICAL PROCEDURE
4	CUT TISSUE AS DIRECTED BY SURGEON
5	DRIVE IN SURGICAL PIN/POD/FASTENER
6	INSERT DRAIN/WOUND CATHETER, E. G. PENROSE, RUBBER BAND
7	PREPARE LOCAL ANESTHETIC SOLUTIONS FOR USE
8	APPLY TOPICAL ANESTHESIA
9	ADMINISTER TISSUE INFILTRATION/LOCAL ANESTHESIA
10	ADMINISTER DIGITAL BLOCK ANESTHESIA
11	MAKE INCISION FOR MINOR SURGERY
12	MAKE INCISION FOR MAJOR SURGERY
13	SUTURE SKIN
14	SUTURE SUBCUTANEOUS TISSUE
15	SUTURE MUCOSAL TISSUE
16	SUTURE FASCIA
17	SUTURE MUSCLE
18	SUTURE INTERCOSTAL TISSUE
19	SUTURE NERVE
20	SUTURE FACIAL LACERATIONS
21	MAKE STAB WOUND/INSERT CHEST TUBE
22	REMOVE SUTURES
23	REMOVE/SHORTEN DRAIN
24	PERFORM SECONDARY CLOSURE OF WOUND, E.G. DEBRIDE, INSERT DRAIN, SUTURE
25	DEBRIDE WOUND/BURN

GO TO RIGHT HAND PAGE

TASK NO. ENTER RESPONSES TO STATEMENTS BELOW IN RIGHT SIDE OF PAGE 07
OF RESPONSE BOOKLET

26	PERFORM PUNCH BIOPSY OF SKIN	
27	PERFORM WEDGE SECTION BIOPSY OF SKIN	
28	PERFORM AND REPAIR EPISIOTOMY	
29	PERFORM CIRCUMCISION ON ADULT	
30	PERFORM VASECTOMY	
31	PERFORM INTRAVENOUS CUTOFF	
32	EXCISE SEBACEOUS CYST/LIPOMA	
33	EXCISE CHALAZION	
34	INCISE AND DRAIN SUPERFICIAL ABSCESS	
35	EXCISE POLYP	
36	APPENDECTOMY	SCRUB
37	APPENDECTOMY	CIRCULATE
38	CHOLECYSTECTOMY CHOLELITHOTOMY	SCRUB
39	CHOLECYSTECTOMY CHOLELITHOTOMY	CIRCULATE
40	FISTULECTOMY	SCRUB
41	FISTULECTOMY	CIRCULATE
42	GASTRECTOMY	SCRUB
43	GASTRECTOMY	CIRCULATE
44	HEMICOLECTOMY	SCRUB
45	HEMICOLECTOMY	CIRCULATE
46	HEMORRHOIDECTOMY	SCRUB
47	HEMORRHOIDECTOMY	CIRCULATE
48	BIOPSY BREAST	SCRUB
49	BIOPSY BREAST	CIRCULATE
50	RADICAL MASTECTOMY	SCRUB

TURN PAGE

TASK NO.	ENTER RESPONSES TO STATEMENTS BELOW IN LEFT SIDE OF PAGE 02 OF RESPONSE BOOKLET
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1	RADICAL MASTECTOMY	CIRCULATE
2	SIMPLE MASTECTOMY	SCRUB
3	SIMPLE MASTECTOMY	CIRCULATE
4	PANCREATECTOMY	SCRUB
5	PANCREATECTOMY	CIRCULATE
6	POLYPECTOMY	SCRUB
7	POLYPECTOMY	CIRCULATE
8	SPLENECTOMY	SCRUB
9	SPLENECTOMY	CIRCULATE
10	SYMPATHECTOMY	SCRUB
11	SYMPATHECTOMY	CIRCULATE
12	THYROIDECTOMY	SCRUB
13	THYROIDECTOMY	CIRCULATE
14	HEPATOTOMY	SCRUB
15	HEPATOTOMY	CIRCULATE
16	EXPLORATORY LAPAROTOMY	SCRUB
17	EXPLORATORY LAPAROTOMY	CIRCULATE
18	HERNIOPLASTY HERNIORRHAPHY	SCRUB
19	HERNIOPLASTY HERNIORRHAPHY	CIRCULATE
20	PYLOROPLASTY	SCRUB
21	PYLOROPLASTY	CIRCULATE
22	CHOLECYTOJEJUNOSTOMY, CHOLECYSTOCENTEROSTOMY	SCRUB
23	CHOLECYTOJEJUNOSTOMY, CHOLECYSTOCENTEROSTOMY	CIRCULATE
24	COLOSTOMY	SCRUB
25	COLOSTOMY	CIRCULATE

GO TO RIGHT HAND PAGE

TASK NO.	ENTER RESPONSES TO STATEMENTS BELOW IN RIGHT SIDE OF PAGE 09 OF RESPONSE BOOKLET	
26	DUODENODUODENOSTOMY	SCRUB
27	DUODENODUODENOSTOMY	CIRCULATE
28	GASTROJEJUNOSTOMY, GASTROENTEROSTOMY	SCRUB
29	GASTROJEJUNOSTOMY, GASTROENTEROSTOMY	CIRCULATE
30	ILEOSTOMY	SCRUB
31	ILEOSTOMY	CIRCULATE
32	URETEROSIGMOIDOSTOMY	SCRUB
33	URETEROSIGMOIDOSTOMY	CIRCULATE
34	ABDOMINAL PERINEAL RESECTION	SCRUB
35	ABDOMINAL PERINEAL RESECTION	CIRCULATE
36	BIOPSY LIVER	SCRUB
37	BIOPSY LIVER	CIRCULATE
38	CLOSURE OF COLOSTOMY	SCRUB
39	CLOSURE OF COLOSTOMY	CIRCULATE
40	INCISION AND DRAINAGE	SCRUB
41	INCISION AND DRAINAGE	CIRCULATE
42	VAGOTOMY	SCRUB
43	VAGOTOMY	CIRCULATE
44	ABDOMINAL HYSTERECTOMY	SCRUB
45	ABDOMINAL HYSTERECTOMY	CIRCULATE
46	VAGINAL HYSTERECTOMY	SCRUB
47	VAGINAL HYSTERECTOMY	CIRCULATE
48	OOPHORECTOMY	SCRUB
49	OOPHORECTOMY	CIRCULATE
50	SALPINGECTOMY	SCRUB

TURN PAGE

TASK NO. ENTER RESPONSES TO STATEMENTS BELOW IN LEFT SIDE OF PAGE 09
OF RESPONSE BOOKLET

1	SALPINGECTOMY	CIRCULATE
2	SALPINGO-OOPHORECTOMY	SCRUB
3	SALPINGO-OOPHORECTOMY	CIRCULATE
4	COLPOTOMY	SCRUB
5	COLPOTOMY	CIRCULATE
6	EPISIOTOMY	SCRUB
7	EPISIOTOMY	CIRCULATE
8	HYSTEROTOMY	SCRUB
9	HYSTEROTOMY	CIRCULATE
10	COLPOPLASTY	SCRUB
11	COLPOPLASTY	CIRCULATE
12	ANTERIOR/POSTERIOR REPAIR	SCRUB
13	ANTERIOR/POSTERIOR REPAIR	CIRCULATE
14	SALPINGOPLASTY	SCRUB
15	SALPINGOPLASTY	CIRCULATE
16	PERINEORRHAPHY	SCRUB
17	PERINEORRHAPHY	CIRCULATE
18	HYSTEROPEXY	SCRUB
19	HYSTEROPEXY	CIRCULATE
20	SALPINGOPEXY	SCRUB
21	SALPINGOPEXY	CIRCULATE
22	DEC	SCRUB
23	DEC	CIRCULATE
24	CONIZATION	SCRUB
25	CONIZATION	CIRCULATE

GO TO RIGHT HAND PAGE

TASK NO.	ENTER RESPONSES TO STATEMENTS BELOW IN RIGHT SIDE OF PAGE 07 OF RESPONSE BOOKLET	
26	CESAREAN SECTION	SCRUB
27	CESAREAN SECTION	CIRCULATE
28	VAGINAL DELIVERY	SCRUB
29	VAGINAL DELIVERY	CIRCULATE
30	FORCEPS DELIVERY	SCRUB
31	FORCEPS DELIVERY	CIRCULATE
32	PELVIC EXENTERATION	SCRUB
33	PELVIC EXENTERATION	CIRCULATE
34	AMPUTATION OF CERVIX	SCRUB
35	AMPUTATION OF CERVIX	CIRCULATE
36	EXCISION OVARIAN CYST	SCRUB
37	EXCISION OVARIAN CYST	CIRCULATE
38	RADIUM INSERT	SCRUB
39	RADIUM INSERT	CIRCULATE
40	HYMENECTOMY	SCRUB
41	HYMENECTOMY	CIRCULATE
42	COCCYGECTOMY	SCRUB
43	COCCYGECTOMY	CIRCULATE
44	SEQUESTRECTOMY	SCRUB
45	SEQUESTRECTOMY	CIRCULATE
46	ARTHROTOMY	SCRUB
47	ARTHROTOMY	CIRCULATE
48	OSTEOTOMY	SCRUB
49	OSTEOTOMY	CIRCULATE
50	ARTHROPLASTY	SCRUB

TURN PAGE

TASK NO. ENTER RESPONSES TO STATEMENTS BELOW IN LEFT SIDE OF PAGE 10
OF RESPONSE BOOKLET

1	ARTHROPLASTY	CIRCULATE
2	TENORRHAPHY	SCRUB
3	TENORRHAPHY	CIRCULATE
4	AMPUTATION	SCRUB
5	AMPUTATION	CIRCULATE
6	STUMP REVISION	SCRUB
7	STUMP REVISION	CIRCULATE
8	DISARTICULATION	SCRUB
9	DISARTICULATION	CIRCULATE
10	ARTHRODESIS	SCRUB
11	ARTHRODESIS	CIRCULATE
12	TRIPLE ARTHRODESIS	SCRUB
13	TRIPLE ARTHRODESIS	CIRCULATE
14	MENISECTOMY	SCRUB
15	MENISECTOMY	CIRCULATE
16	OPEN REDUCTION OF FRACTURES	SCRUB
17	OPEN REDUCTION OF FRACTURES	CIRCULATE
18	SPINAL FUSION	SCRUB
19	SPINAL FUSION	CIRCULATE
20	HIP NAILING	SCRUB
21	HIP NAILING	CIRCULATE
22	INSERTION OF ORTHOPEDIC PINS, NAILS	SCRUB
23	INSERTION OF ORTHOPEDIC PINS, NAILS	CIRCULATE
24	EXTRACTION OF ORTHOPEDIC PINS	SCRUB
25	EXTRACTION OF ORTHOPEDIC PINS	CIRCULATE

GO TO RIGHT HAND PAGE

TASK NO.	ENTER RESPONSES TO STATEMENTS BELOW IN RIGHT SIDE OF PAGE 10 OF RESPONSE BOOKLET
26	BONE GRAFTS SCRUB
27	BONE GRAFTS CIRCULATE
28	INSERTION OF AUSTIN-MOORE PROSTHESIS SCRUB
29	INSERTION OF AUSTIN-MOORE PROSTHESIS CIRCULATE
30	INSERTION OF TOTAL HIP PROSTHESIS SCRUB
31	INSERTION OF TOTAL HIP PROSTHESIS CIRCULATE
32	INSERTION OF SPINAL PROSTHESIS SCRUB
33	INSERTION OF SPINAL PROSTHESIS CIRCULATE
34	INSERTION OF BONE PLATE SCRUB
35	INSERTION OF BONE PLATE CIRCULATE
36	TENDON TRANSFER SCRUB
37	TENDON TRANSFER CIRCULATE
38	BUNIONECTOMY SCRUB
39	BUNIONECTOMY CIRCULATE
40	SOUTHWICK PROCEDURE KNEE SCRUB
41	SOUTHWICK PROCEDURE KNEE CIRCULATE
42	MAGUSON-STOCK REPAIR OF SHOULDER SCRUB
43	MAGUSON-STOCK REPAIR OF SHOULDER CIRCULATE
44	CINOPLASTY SCRUB
45	CINOPLASTY CIRCULATE
46	CARPAL TUNNEL RELEASE SCRUB
47	CARPAL TUNNEL RELEASE CIRCULATE
48	ADRENALECTOMY SCRUB
49	ADRENALECTOMY CIRCULATE
50	CYSTECTOMY SCRUB

TURN PAGE

TASK NO.	ENTER RESPONSES TO STATEMENTS BELOW IN LEFT SIDE OF PAGE 11 OF RESPONSE BOOKLET
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1	CYSTECTOMY	CIRCULATE
2	HYDROCELECTOMY	SCRUB
3	HYDROCELECTOMY	CIRCULATE
4	NEPHRECTOMY	SCRUB
5	NEPHRECTOMY	CIRCULATE
6	ORCHIECTOMY	SCRUB
7	ORCHIECTOMY	CIRCULATE
8	PYLOLITHOTOMY	SCRUB
9	PYLOLITHOTOMY	CIRCULATE
10	CYSTOSTOMY	SCRUB
11	CYSTOSTOMY	CIRCULATE
12	NEPHROSTOMY	SCRUB
13	NEPHROSTOMY	CIRCULATE
14	CYSTOSCOPY	SCRUB
15	CYSTOSCOPY	CIRCULATE
16	URETHROSCOPY	SCRUB
17	URETHROSCOPY	CIRCULATE
18	CIRCUMCISION	SCRUB
19	CIRCUMCISION	CIRCULATE
20	URETHRAL DILATATION	SCRUB
21	URETHRAL DILATATION	CIRCULATE
22	BIOPSY PROSTATE	SCRUB
23	BIOPSY PROSTATE	CIRCULATE
24	SUPRAPUBIC CYSTOTOMY	SCRUB
25	SUPRAPUBIC CYSTOTOMY	CIRCULATE

GO TO RIGHT HAND PAGE

TASK NO.	ENTER RESPONSES TO STATEMENTS BELOW IN RIGHT SIDE OF PAGE 11 OF RESPONSE BOOKLET
26	SUPRAPUBIC PROSTATECTOMY SCRUB
27	SUPRAPUBIC PROSTATECTOMY CIRCULATE
28	PERINEAL PROSTATECTOMY SCRUB
29	PERINEAL PROSTATECTOMY CIRCULATE
30	HYPOSPADIAS SCRUB
31	HYPOSPADIAS CIRCULATE
32	URETEROLITHOTOMY SCRUB
33	URETEROLITHOTOMY CIRCULATE
34	URETERO-INTESTINAL ANASTOMOSIS SCRUB
35	URETERO-INTESTINAL ANASTOMOSIS CIRCULATE
36	TRANSURETHRAL RESECTION SCRUB
37	TRANSURETHRAL RESECTION CIRCULATE
38	MARSHALL-MARCHETTI SCRUB
39	MARSHALL-MARCHETTI CIRCULATE
40	VASECTOMY SCRUB
41	VASECTOMY CIRCULATE
42	NEPHROPEXY, URETEROPEXY SCRUB
43	NEPHROPEXY, URETEROPEXY CIRCULATE
44	ORCHIOPEXY SCRUB
45	ORCHIOPEXY CIRCULATE
46	RENAL TRANSPLANT SCRUB
47	RENAL TRANSPLANT CIRCULATE
48	URETERAL DILATATION SCRUB
49	URETERAL DILATATION CIRCULATE
50	CRANIOTOMY SCRUB

TURN PAGE

TASK NO. ENTER RESPONSES TO STATEMENTS BELOW IN LEFT SIDE OF PAGE 12
OF RESPONSE BOOKLET

1	CRANIOTOMY	CIRCULATE
2	CRANIECTOMY	SCRUB
3	CRANIECTOMY	CIRCULATE
4	LAMINECTOMY	SCRUB
5	LAMINECTOMY	CIRCULATE
6	NEURECTOMY	SCRUB
7	NEURECTOMY	CIRCULATE
8	CHOROOTOMY	SCRUB
9	CHOROOTOMY	CIRCULATE
10	TREPHINE	SCRUB
11	TREPHINE	CIRCULATE
12	PNEUMOENCEPHALOGRAM	SCRUB
13	PNEUMOENCEPHALOGRAM	CIRCULATE
14	CRANIAL LOBOTOMY	SCRUB
15	CRANIAL LOBOTOMY	CIRCULATE
16	STEREOTAXIC THALAMOTOMY	SCRUB
17	STEREOTAXIC THALAMOTOMY	CIRCULATE
18	CRANIOPLASTY	SCRUB
19	CRANIOPLASTY	CIRCULATE
20	ANTERIOR CERVICAL FUSION	SCRUB
21	ANTERIOR CERVICAL FUSION	CIRCULATE
22	VENTRICULAR DRAINAGE/SHUNT	SCRUB
23	VENTRICULAR DRAINAGE/SHUNT	CIRCULATE
24	HYPOPHYSECTOMY	SCRUB
25	HYPOPHYSECTOMY	CIRCULATE

GO TO RIGHT HAND PAGE

TASK NO. ENTER RESPONSES TO STATEMENTS BELOW IN RIGHT SIDE OF PAGE 12
OF RESPONSE BOOKLET

26	PERICARDIECTOMY	SCRUB
27	PERICARDIECTOMY	CIRCULATE
28	CARDIOTOMY	SCRUB
29	CARDIOTOMY	CIRCULATE
30	COMMISSUROTOMY	SCRUB
31	COMMISSUROTOMY	CIRCULATE
32	VALVULOTOMY	SCRUB
33	VALVULOTOMY	CIRCULATE
34	CARDIOPERICARDIOPEXY	SCRUB
35	CARDIOPERICARDIOPEXY	CIRCULATE
36	CARDIAC CATHETERIZATION	SCRUB
37	CARDIAC CATHETERIZATION	CIRCULATE
38	REPAIR OF A-V SEPTAL DEFECT	SCRUB
39	REPAIR OF A-V SEPTAL DEFECT	CIRCULATE
40	REPAIR OF DUCTUS ARTERIOSIS	SCRUB
41	REPAIR OF DUCTUS ARTERIOSIS	CIRCULATE
42	REPAIR OF COARCTATION OF AORTA	SCRUB
43	REPAIR OF COARCTATION OF AORTA	CIRCULATE
44	REPAIR OF TETROLOGY OF FALLOT	SCRUB
45	REPAIR OF TETROLOGY OF FALLOT	CIRCULATE
46	HEART TRANSPLANT	SCRUB
47	HEART TRANSPLANT	CIRCULATE
48	VEIN LIGATION, VEIN STRIPPING	SCRUB
49	VEIN LIGATION, VEIN STRIPPING	CIRCULATE
50	EMBOLECTOMY	SCRUB

TURN PAGE

TASK NO.	ENTER RESPONSES TO STATEMENTS BELOW IN LEFT SIDE OF PAGE 13 OF RESPONSE BOOKLET	
1	EMBOLECTOMY	CIRCULATE
2	ENDARTERECTOMY	SCRUB
3	ENDARTERECTOMY	CIRCULATE
4	THROMBOENDARTERECTOMY	SCRUB
5	THROMBOENDARTERECTOMY	CIRCULATE
6	PORTACAVAL SHUNT	SCRUB
7	PORTACAVAL SHUNT	CIRCULATE
8	SPLENOREVAL SHUNT	SCRUB
9	SPLENORENAL SHUNT	CIRCULATE
10	AORTIC GRAFT	SCRUB
11	AORTIC GRAFT	CIRCULATE
12	GLOMECTOMY CAROTID	SCRUB
13	GLOMECTOMY CAROTID	CIRCULATE
14	ANGIOGRAM	SCRUB
15	ANGIOGRAM	CIRCULATE
16	VALVE REPLACEMENT	SCRUB
17	VALVE REPLACEMENT	CIRCULATE
18	ESOPHAGECTOMY	SCRUB
19	ESOPHAGECTOMY	CIRCULATE
20	LOBECTOMY	SCRUB
21	LOBECTOMY	CIRCULATE
22	PNEUMONECTOMY	SCRUB
23	PNEUMONECTOMY	CIRCULATE
24	CLOSED THORACOTOMY	SCRUB
25	CLOSED THORACOTOMY	CIRCULATE

GO TO RIGHT HAND PAGE

TASK NO. ENTER RESPONSES TO STATEMENTS BELOW IN RIGHT SIDE OF PAGE 11
OF RESPONSE BOOKLET

26	OPEN THORACOTOMY	SCRUB
27	OPEN THORACOTOMY	CIRCULATE
28	THORACOPLASTY	SCRUB
29	THORACOPLASTY	CIRCULATE
30	THORACOSTOMY	SCRUB
31	THORACOSTOMY	CIRCULATE
32	BRONCHOSCOPY	SCRUB
33	BRONCHOSCOPY	CIRCULATE
34	LARYNGOSCOPY	SCRUB
35	LARYNGOSCOPY	CIRCULATE
36	GANGLIONECTOMY	SCRUB
37	GANGLIONECTOMY	CIRCULATE
38	Z-PLASTY SKIN	SCRUB
39	Z-PLASTY SKIN	CIRCULATE
40	TENOTOMY	SCRUB
41	TENOTOMY	CIRCULATE
42	SKIN GRAFTS	SCRUB
43	SKIN GRAFTS	CIRCULATE
44	SPLIT THICKNESS SKIN GRAFT	SCRUB
45	SPLIT THICKNESS SKIN GRAFT	CIRCULATE
46	HOMO GRAFTS	SCRUB
47	HOMO GRAFTS	CIRCULATE
48	DERMATOIDECTOMY	SCRUB
49	DERMATOIDECTOMY	CIRCULATE
50	SCAR REVISIONS	SCRUB

TURN PAGE

TASK NO. ENTER RESPONSES TO STATEMENTS BELOW IN LEFT SIDE OF PAGE 14
OF RESPONSE BOOKLET

1	SCAR REVISIONS	CIRCULATE
2	MAHMOPLASTY	SCRUB
3	MAHMOPLASTY	CIRCULATE
4	DERMABRASION	SCRUB
5	DERMABRASION	CIRCULATE
6	REPAIR OF CLEFT LIP	SCRUB
7	REPAIR OF CLEFT LIP	CIRCULATE
8	REPAIR OF CLEFT PALATE	SCRUB
9	REPAIR OF CLEFT PALATE	CIRCULATE
10	REPAIR OF MULTIPLE FACIAL LACERATIONS	SCRUB
11	REPAIR OF MULTIPLE FACIAL LACERATIONS	CIRCULATE
12	REPAIR OF MULTIPLE FACIAL FRACTURES	SCRUB
13	REPAIR OF MULTIPLE FACIAL FRACTURES	CIRCULATE
14	PEDICLE FLAP	SCRUB
15	PEDICLE FLAP	CIRCULATE
16	BLEPHAROPLASTY	SCRUB
17	BLEPHAROPLASTY	CIRCULATE
18	ENUCLEATION	SCRUB
19	ENUCLEATION	CIRCULATE
20	EXCISION OF PTERYGIUM	SCRUB
21	EXCISION OF PTERYGIUM	CIRCULATE
22	CORNEAL TRANSPLANT	SCRUB
23	CORNEAL TRANSPLANT	CIRCULATE
24	REPAIR OF STRABISMUS	SCRUB
25	REPAIR OF STRABISMUS	CIRCULATE

TASK NO.	ENTER RESPONSES TO STATEMENTS BELOW IN RIGHT SIDE OF PAGE 14 OF RESPONSE BOOKLET
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26	REPAIR OF RETINAL DETACHMENT	SCRUB
27	REPAIR OF RETINAL DETACHMENT	CIRCULATE
28	DISCISSION/NEEDLING OF CATARACT	SCRUB
29	DISCISSION/NEEDLING OF CATARACT	CIRCULATE
30	REMOVAL OF CATARACT, INTRACAPSULAR	SCRUB
31	REMOVAL OF CATARACT, INTRACAPSULAR	CIRCULATE
32	EXCISION OF CHALAZION	SCRUB
33	EXCISION OF CHALAZION	CIRCULATE
34	CRYOCYCLODIATHERMY	SCRUB
35	CRYOCYCLODIATHERMY	CIRCULATE
36	CRYOPEXY (PHOTO OR CRYOCOAGULATION)	SCRUB
37	CRYOPEXY (PHOTO OR CRYOCOAGULATION)	CIRCULATE
38	LASER EYE SURGERY	SCRUB
39	LASER EYE SURGERY	CIRCULATE
40	REPAIR OF ORBITAL FRACTURE, E.G. RIM	SCRUB
41	REPAIR OF ORBITAL FRACTURE, E.G. RIM	CIRCULATE
42	EXCISION OF BASAL CELLS OF LID	SCRUB
43	EXCISION OF BASAL CELLS OF LID	CIRCULATE
44	REPAIR OF BLOW OUT FRACTURE OF EYE ORBIT	SCRUB
45	REPAIR OF BLOW OUT FRACTURE OF EYE ORBIT	CIRCULATE
46	PLASTIC REPAIR OF EYELID, E.G. COSMETIC	SCRUB
47	PLASTIC REPAIR OF EYELID, E.G. COSMETIC	CIRCULATE
48	NASO-LACRIMAL DUCT PROBING	SCRUB
49	NASO-LACRIMAL DUCT PROBING	CIRCULATE
50	EYE EXAM UNDER ANESTHESIA	SCRUB

TURN PAGE

LEFT HAND SIDE OPERATING ROOM TASK BOOKLET

TASK NO.	ENTER RESPONSES TO STATEMENTS BELOW IN LEFT SIDE OF PAGE 17 OF RESPONSE BOOKLET	
1	EYE EXAM UNDER ANESTHESIA	CIRCULATE
2	REMOVAL OF CORNEAL FOREIGN BODY	SCRUB
3	REMOVAL OF CORNEAL FOREIGN BODY	CIRCULATE
4	REMOVAL OF INNER OCULAR FOREIGN BODY	SCRUB
5	REMOVAL OF INNER OCULAR FOREIGN BODY	CIRCULATE
6	REPAIR OF PROLAPSED IRIS	SCRUB
7	REPAIR OF PROLAPSED IRIS	CIRCULATE
8	GLAUCOMA FILTERIZATION, E.G. SCHEIE	SCRUB
9	GLAUCOMA FILTERIZATION, E.G. SCHEIE	CIRCULATE
10	DACRYOCYSTORRHINOSTOMY	SCRUB
11	DACRYOCYSTORRHINOSTOMY	CIRCULATE
12	CATARACT ASPIRATION	SCRUB
13	CATARACT ASPIRATION	CIRCULATE
14	GONIOTOMY	SCRUB
15	GONIOTOMY	CIRCULATE
16	EVISCERATION	SCRUB
17	EVISCERATION	CIRCULATE
18	REPAIR OF CORNEAL LACERATION	SCRUB
19	REPAIR OF CORNEAL LACERATION	CIRCULATE
20	IRIDECTOMY	SCRUB
21	IRIDECTOMY	CIRCULATE
22	REPAIR OF SCLERAL LACERATION	SCRUB
23	REPAIR OF SCLERAL LACERATION	CIRCULATE
24	CYCLECTOMY	SCRUB
25	CYCLECTOMY	CIRCULATE

GO TO RIGHT HAND PAGE

TASK NO.	ENTER RESPONSES TO STATEMENTS BELOW IN RIGHT SIDE OF PAGE 15 OF RESPONSE BOOKLET
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26	PLASTIC REPAIR OF ENTROPION/ECTROPION	SCRUB
27	PLASTIC REPAIR OF ENTROPION/ECTROPION	CIRCULATE
28	EXCISIONAL BIOPSY OF CONJUNCTIVAL TUMOR	SCRUB
29	EXCISIONAL BIOPSY OF CONJUNCTIVAL TUMOR	CIRCULATE
30	VITREOUS TRANSPLANT	SCRUB
31	VITREOUS TRANSPLANT	CIRCULATE
32	TONSILLECTOMY/ADENOIDECTOMY	SCRUB
33	TONSILLECTOMY/ADENOIDECTOMY	CIRCULATE
34	LARYNGECTOMY	SCRUB
35	LARYNGECTOMY	CIRCULATE
36	MASTOIDECTOMY	SCRUB
37	MASTOIDECTOMY	CIRCULATE
38	TRACHEOTOMY, TRACHEOSTOMY	SCRUB
39	TRACHEOTOMY, TRACHEOSTOMY	CIRCULATE
40	RADICAL NECK RESECTION	SCRUB
41	RADICAL NECK RESECTION	CIRCULATE
42	SUBMUCOUS RESECTION	SCRUB
43	SUBMUCOUS RESECTION	CIRCULATE
44	NASAL POLYPECTOMY	SCRUB
45	NASAL POLYPECTOMY	CIRCULATE
46	STAPEDECTOMY	SCRUB
47	STAPEDECTOMY	CIRCULATE
48	STAPES TYMPANOPLASTY	SCRUB
49	STAPES TYMPANOPLASTY	CIRCULATE
50	STAPES MOBILIZATION	SCRUB

TURN PAGE

TASK NO. ENTER RESPONSES TO STATEMENTS BELOW IN LEFT SIDE OF PAGE 1A
OF RESPONSE BOOKLET

1	STAFF MOBILIZATION	CIRCULATE
2	DESTRUCTIVE LABYRINTHOTOMY	SCRUB
3	DESTRUCTIVE LABYRINTHOTOMY	CIRCULATE
4	OTOPLASTY	SCRUB
5	OTOPLASTY	CIRCULATE
6	MYRINGOPLASTY	SCRUB
7	MYRINGOPLASTY	CIRCULATE
8	OPEN REDUCTION OF NASAL FRACTURE	SCRUB
9	OPEN REDUCTION OF NASAL FRACTURE	CIRCULATE
10	REPAIR OF FRACTURED LARYNX	SCRUB
11	REPAIR OF FRACTURED LARYNX	CIRCULATE
12	RHINOPLASTY	SCRUB
13	RHINOPLASTY	CIRCULATE
14	CALDWELL LUC	SCRUB
15	CALDWELL LUC	CIRCULATE
16	FRONTAL SINUS TREPHINE	SCRUB
17	FRONTAL SINUS TREPHINE	CIRCULATE
18	AUTO GRAFT/HOMO GRAFT MANDIBLE	SCRUB
19	AUTO GRAFT/HOMO GRAFT MANDIBLE	CIRCULATE
20	COMMANDO PROCEDURE	SCRUB
21	COMMANDO PROCEDURE	CIRCULATE
22	MYRINGOTOMY	SCRUB
23	MYRINGOTOMY	CIRCULATE
24	SEPTOPLASTY	SCRUB
25	SEPTOPLASTY	CIRCULATE

GO TO RIGHT HAND PAGE

TASK NO.	ENTER RESPONSES TO STATEMENTS BELOW IN RIGHT SIDE OF PAGE 16 OF RESPONSE BOOKLET
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26	PAROTIDECTOMY	SCRUB
27	PAROTIDECTOMY	CIRCULATE
28	FACIAL NERVE DECOMPRESSION	SCRUB
29	FACIAL NERVE DECOMPRESSION	CIRCULATE
30	GLOSSECTOMY	SCRUB
31	GLOSSECTOMY	CIRCULATE
32	OPEN/CLOSED TOOTH EXTRACTION	SCRUB
33	OPEN/CLOSED TOOTH EXTRACTION	CIRCULATE
34	REMOVAL OF IMPACTED DENTITION	SCRUB
35	REMOVAL OF IMPACTED DENTITION	CIRCULATE
36	OPEN REDUCTION OF MANDIBLE	SCRUB
37	OPEN REDUCTION OF MANDIBLE	CIRCULATE
38	ALVEOLECTOMY	SCRUB
39	ALVEOLECTOMY	CIRCULATE
40	CURETTAGE/REMOVAL OF ORAL ABSCESS/CYST	SCRUB
41	CURETTAGE/REMOVAL OF ORAL ABSCESS/CYST	CIRCULATE
42	GINGIVECTOMY	SCRUB
43	GINGIVECTOMY	CIRCULATE
44	PANULA REPAIR	SCRUB
45	PANULA REPAIR	CIRCULATE
46	APICDECTOMY	SCRUB
47	APICDECTOMY	CIRCULATE
48	REMOVAL OF TORI	SCRUB
49	REMOVAL OF TORI	CIRCULATE
50	SUBPERIOSTEAL ABSCESS DISSECTION	SCRUB

TURN PAGE

ENTER RESPONSES TO STATEMENTS BELOW IN LEFT SIDE OF PAGE 17
OF RESPONSE BOOKLET

1	SURPERIOSTEAL ABSCESS DISSECTION	CIRCULATE
2	DRAINAGE INSERTION FOR OSTEOMYELITIS	SCRUB
3	DRAINAGE INSERTION FOR OSTEOMYELITIS	CIRCULATE
4	GRANULECTOMY	SCRUB
5	GRANULECTOMY	CIRCULATE
6	SOFT TISSUE GRAFT	SCRUB
7	SOFT TISSUE GRAFT	CIRCULATE
8	REPAIR OF SOFT TISSUE FACIAL INJURIES	SCRUB
9	REPAIR OF SOFT TISSUE FACIAL INJURIES	CIRCULATE
10	OPEN REDUCTION OF ZYGOMATIC ARCH	SCRUB
11	OPEN REDUCTION OF ZYGOMATIC ARCH	CIRCULATE
12	MANDIBLE CONDYLECTOMY	SCRUB
13	MANDIBLE CONDYLECTOMY	CIRCULATE
14	EXCISION OF SALIVARY GLAND	SCRUB
15	EXCISION OF SALIVARY GLAND	CIRCULATE
16	REMOVAL OF SALIVARY CALCULUS (STONE)	SCRUB
17	REMOVAL OF SALIVARY CALCULUS (STONE)	CIRCULATE
18	ORAL TISSUE TRANSPLANT	SCRUB
19	ORAL TISSUE TRANSPLANT	CIRCULATE
20	TOOTH TRANSPLANT	SCRUB
21	TOOTH TRANSPLANT	CIRCULATE
22	REPAIR OF CONGENITAL ORTHODONTIC DEFECTS	SCRUB
23	REPAIR OF CONGENITAL ORTHODONTIC DEFECTS	CIRCULATE
24	TRANSPORT LAUNDRY TO/FROM LAUNDRY ROOM	
25	DO PRE-LAUNDRY RINSE OF LINEN	

GO TO RIGHT HAND PAGE

ISS. NO.	ENTER RESPONSES TO STATEMENTS BELOW IN RIGHT SIDE OF PAGE 17 OF RESPONSE BOOKLET
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| 26 | DO FOLDING, WRAPPING AND STORING OF LAUNDRY/LINEN |
| 27 | PREPARE AND STERILIZE LINEN |
| 28 | PREPARE SOLUTION BOTTLES FOR STERILIZATION AND STORAGE |
| 29 | PREPARE TISSUE BOTTLES |
| 30 | PREPARE DISTILLED WATER |
| 31 | PREPARE NORMAL SALINE SOLUTION |
| 32 | MAINTAIN STOCK OF CHEMICAL SOLUTIONS |
| 33 | PREPARE RUBBER GOODS FOR STERILIZATION |
| 34 | PREPARE GLOVES, E.G. WASH/TEST/POWDER/PACK/SORT/SIZE |
| 35 | PREPARE SILK, COTTON, WIRE SUTURES FOR STERILIZATION |
| 36 | MAKE SPECIAL SURGICAL SPONGES |
| 37 | COUNT SPONGES FOR O.R. PACKS |
| 38 | ASSEMBLE/SELECT NEEDLES FOR NEEDLE BOOK |
| 39 | MAKE UP STERILE TRAYS |
| 40 | PACKAGE (WRAP/DATE/LABEL) STERILE SUPPLIES |
| 41 | STORE INSTRUMENTS |
| 42 | SELECT/SET UP STANDARD INSTRUMENT TRAYS FOR SCHEDULED SURGERY |
| 43 | SELECT/SET UP INSTRUMENTS FOR SPECIAL SURGICAL PROCEDURE |
| 44 | SELECT/SET UP INSTRUMENTS FOR SMALL PACKS |
| 45 | ESTABLISH/MAINTAIN SUTURE/INSTRUMENT TRAY CARDS |
| 46 | MAINTAIN TECHNIQUE CHARTS |
| 47 | CHECK/LOCATE/IDENTIFY PART NUMBERS FROM CATALOGUES/MANUALS |
| 48 | REPLENISH OPERATING ROOM WITH SUPPLIES |
| 49 | DIRECT/GUIDE THE CARE/PREPARATION OF ROOMS |
| 50 | CHECK INSTRUMENTS AND SUPPLIES FOR STERILIZATION INDICATORS |

TURN PAGE

TASK NO.	ENTER RESPONSES TO STATEMENTS BELOW IN LEFT SIDE OF PAGE 18 OF RESPONSE BOOKLET
1	DISPOSE OF SUPPLIES/INSTRUMENTS/EQUIPMENT AFTER TIME LIMIT/ EXPIRATION DATE
2	MODIFY EQUIPMENT FOR NON-STANDARD USAGE
3	DETERMINE METHOD OF STERILIZATION FOR INSTRUMENTS/EQUIPMENT
4	DETERMINE/SELECT AGENTS/PROCESSES FOR EQUIPMENT/INSTRUMENT STERILIZATION
5	TEST AUTOCLAVE EFFECTIVENESS WITH CULTURE STRIPS
6	DETERMINE ADEQUACY OF STERILIZATION PROCEDURES
7	MAINTAIN STOCK OF STERILE SUPPLIES
8	ROTATE INVENTORY
9	MAINTAIN STOCK OF SUPPLIES/MATERIALS/SPARE PARTS FOR UNIT
10	ATTACH IDENTIFYING TAG TO COMPONENTS/EQUIPMENT
11	TRANSPORT STERILE EQUIPMENT/SUPPLIES, RETURN DIRTY OR EXPIRED ITEMS TO CENTRAL SUPPLY ROOM
12	READ EQUIPMENT MANUALS FOR OPERATION AND MAINTENANCE OF EQUIPMENT
13	MAKE RECOMMENDATIONS ON PURCHASE/REPLACEMENT OF EQUIPMENT/ SUPPLIES
14	PREPARE PAPERWORK FOR EQUIPMENT REPAIR/MAINTENANCE
15	ARRANGE FOR REPLACEMENT/REPAIR OF EQUIPMENT AS REQUIRED
16	COORDINATE WITH OTHER SECTIONS FOR ASSISTANCE IN FABRICATING EQUIPMENT
17	PREPARE REQUISITIONS FOR SUPPLIES/EQUIPMENT
18	ORDER SUPPLIES/EQUIPMENT THROUGH FEDERAL SUPPLY SYSTEM
19	DO SUPPLY/EQUIPMENT INVENTORY
20	UNPACK EQUIPMENT
21	VERIFY/SIGN OFF ON REQUISITIONS/RECEIPTS FOR SUPPLIES/EQUIPMENT/ MATERIAL
22	EVALUATE THE MAINTENANCE AND USE OF SUPPLIES, EQUIPMENT AND WORK SPACE
23	INSPECT THAT SUPPLIES/MATERIALS/EQUIPMENT ARE STORED PROPERLY
24	REPLACE GASKETS ON ANESTHESIA MACHINE
25	STERILIZE NEEDLES

TASK NO.	ENTER RESPONSES TO STATEMENTS BELOW IN RIGHT SIDE OF PAGE 18 OF RESPONSE BOOKLET
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| 25 | SHARPEN/HONE SURGICAL INSTRUMENT |
| 27 | CLEAN/POLISH SURGICAL INSTRUMENT |
| 28 | MAKE MODIFICATIONS ON SURGICAL INSTRUMENTS |
| 29 | USE AND EVALUATE NEW EQUIPMENT/MATERIAL (USER-TRIAL) |
| 30 | PERFORM PREVENTIVE MAINTENANCE |
| 31 | DO MINOR REPAIR ON EQUIPMENT |
| 32 | ENFORCE ACCIDENT PREVENTION MEASURES |
| 33 | INSPECT FOR HEALTH HAZARDS IN OPERATING ROOMS |
| 34 | REVIEW AND EVALUATE ASEPTIC TECHNIQUES |
| 35 | REVIEW AND EVALUATE BACTERIAL DECONTAMINATION PROCEDURES |
| 36 | DETERMINE AND CONTROL SOURCES OF BACTERIAL CONTAMINATION |
| 37 | PROVIDE ADVICE ON IMPROVING HYGIENIC CONDITIONS |
| 38 | INVESTIGATE/DETERMINE CAUSES OF CONTACT DERMATITIS |
| 39 | CHECK EQUIPMENT FOR ELECTRICAL HAZARDS AND GROUNDS |
| 40 | DO PERIODIC MECHANICAL SAFETY CHECKS ON POWER OPERATED EQUIPMENT |
| 41 | PROVIDE ADVICE ON SAFETY EQUIPMENT IMPROVEMENTS |
| 42 | CHECK LEVEL OF STATIC ELECTRICITY (CONDUCTIVITY) OF FLOOR/AIR |
| 43 | TAKE CULTURE SAMPLES OF AIR |
| 44 | TAKE SWAB CULTURES FROM HOSPITAL EQUIPMENT/FLOORS |
| 45 | CHECK PRESSURIZED TANKS FOR QUANTITY OF GAS, E.G. OXYGEN, HELIUM |
| 46 | CHECK COMPRESSED GAS TANKS FOR LEAK, E.G. OXYGEN |
| 47 | ADJUST HEATING/VENTILATION ACCORDING TO WEATHER CONDITIONS |
| 48 | TAKE RELATIVE HUMIDITY READINGS |
| 49 | CLEAN AND DISINFECT WORKING AREA |
| 50 | DO HOUSEKEEPING/CLEANING DUTIES |

TURN PAGE

TASK NO. ENTER RESPONSES TO STATEMENTS BELOW IN LEFT SIDE OF PAGE 19
OF RESPONSE BOOKLET

- 1 ARRANGE FOR HOUSEKEEPING/CLEANLINESS OF AREA
- 2 CHANGE LINENS, E.G. BED, EXAM TABLES, PEDI-SIDE CURTAIN
- 3 INSPECT TOILETS AND WASHROOMS
- 4 ARRANGE FOR USE OF LECTURE/TEACHING/DEMONSTRATION AIDS AND EQUIPMENT
- 5 SET UP CLASSROOMS/CONFERENCE SPACES, AUDITORIUMS FOR CLASSES, CONFERENCES, WORKSHOPS, LECTURES
- 6 SET UP/BREAK DOWN CLASSROOM DEMONSTRATIONS/TEACHING AIDS
- 7 MAINTAIN RECORD OF TRAINEE'S EXPERIENCE IN OJT PROGRAM, E.G. COURSES, PRACTICAL EXPERIENCE
- 8 POST/ENTER TRAINING INFORMATION INTO INDIVIDUAL RECORDS
- 9 COORDINATE WITH SUPERVISORS/INSTRUCTORS ON STUDENT TRAINING
- 10 COORDINATE WITH STAFF IN AREAS WHERE STUDENTS ARE ASSIGNED FOR CLINICAL PRACTICE
- 11 COORDINATE DOCTORS/GUESTS LECTURES
- 12 SCHEDULE LECTURES
- 13 WRITE/REVISE/AMEND RATE TRAINING MANUALS
- 14 EVALUATE CLASSROOM/CLINICAL INSTRUCTIONAL TECHNIQUES
- 15 EVALUATE INSTRUCTIONAL MATERIAL FOR CONTENT
- 16 SUGGEST IMPROVEMENTS FOR COURSE/CURRICULUM CONTENT
- 17 SELECT APPLICANTS FOR TRAINING
- 18 DESIGN IN-SERVICE TRAINING COURSES
- 19 WRITE LESSON PLANS
- 20 WRITE/EDIT INSTRUCTIONAL LITERATURE FOR HANDOUT TO TRAINEES/STAFF
- 21 DESIGN TRAINING AIDS, ILLUSTRATIONS, GRAPHICS
- 22 SELECT CLINICAL MATERIAL FOR INSTRUCTIONAL PURPOSES, E.G. PATIENTS, CASE STUDIES
- 23 LEAD DISCUSSION ON MEDICAL TOPICS DURING UNIT'S CLASSES/CONFERENCES
- 24 PLAN CONFERENCES FOR STUDENTS DURING PRACTICAL TRAINING
- 25 TEACH FORMAL CLASSES

GO TO RIGHT HAND PAGE

TASK NO.	ENTER RESPONSES TO STATEMENTS BELOW IN RIGHT SIDE OF PAGE 19 OF RESPONSE BOOKLET
26	DEMONSTRATE NEW EQUIPMENT OR PRODUCTS TO STUDENTS/STAFF
27	PERFORM CLASSROOM DEMONSTRATIONS
28	DEMONSTRATE CLINICAL PROCEDURES USING PATIENT/SUBJECT
29	PLAN/WRITE STUDENTS ROTATION SCHEDULE
30	DECIDE WHEN TRAINEE IS CAPABLE OF PERFORMING A PROCEDURE WITHOUT DIRECT SUPERVISION
31	SELECT WORK EXPERIENCES FOR STUDENT/TRAINEE
32	COUNSEL STUDENTS/STAFF CONCERNING ACADEMIC PROGRAMS
33	CONFER WITH INSTRUCTIONAL STAFF ON INDIVIDUAL STUDENT PROBLEMS
34	RECOMMEND GRADING PROCEDURES/PASS-FAIL CRITERIA
35	ADMINISTER EXAMINATIONS
36	COMPUTE TEST GRADES
37	WRITE TEST ITEMS, E.G. MULTIPLE-CHOICE QUESTIONS
38	ASSIGN GRADES FOR INDIVIDUAL PERFORMANCE
39	SCORE/CORRECT QUIZZES/EXAMINATIONS MANUALLY
40	CALCULATE MEANS, STANDARD DEVIATIONS
41	MAKE RECOMMENDATIONS CONCERNING DISENROLLMENT OF STUDENTS
42	ANSWER TELEPHONE/TAKE MESSAGES, MEMOS
43	MAINTAIN A SET OF REFERENCE BOOKS/MANUALS/PUBLICATIONS
44	SORT/FORWARD MAIL
45	TYPE
46	MAINTAIN BLANK (STANDARD) FORMS CONTROL
47	PREPARE REQUISITIONS FOR DIAGNOSTIC PROCEDURES, E.G. LAB, EEG
48	PREPARE REPORT/FEEDER REPORT ON NUMBERS OF INPATIENT/OUTPATIENT SERVICES PERFORMED
49	PREPARE PERSONAL EFFECTS REPORT/REQUIRED DOCUMENT/PAPEWORK WHEN DEATH OCCURS
50	MAINTAIN NAVY DIRECTIVES ISSUANCE SYSTEM (INSTRUCTIONS AND NOTICES)

TASK NO.	ENTER RESPONSES TO STATEMENTS BELOW IN LEFT SIDE OF PAGE 20 OF RESPONSE BOOKLET
1	TAKE ACTION ON NAVY DIRECTIVES, I.E. INSTRUCTIONS AND NOTICES
2	CONTACT OTHER DEPARTMENTS TO OBTAIN/COORDINATE PATIENT/PERSONNEL APPOINTMENTS
3	COORDINATE ON EQUIPMENT LOANS, BORROWING OF MEDICAL/DENTAL SUPPLIES/TRAINING AIDS
4	SCHEDULE APPOINTMENTS FOR CLINIC/DEPARTMENT, E.G., MAINTAIN APPOINTMENT BOOK
5	CONDUCT TOURS OF FACILITY FOR VISITORS
6	GIVE FAMILIARIZATION BRIEFINGS TO NEWLY ARRIVING PERSONNEL
7	CONDUCT STAFF MEETINGS TO DISCUSS PLANS/ACTIVITIES/PROBLEMS
8	CONSULT WITH STAFF TO DESIGN/AMEND/UPDATE PROCEDURES /TECHNIQUES
9	INITIATE NEW OR CHANGED TECHNICAL PROCEDURES
10	KEEP PERSONNEL INFORMED OF ADMINISTRATIVE COMMUNICATION CHANGES
11	MAINTAIN ATTENDANCE RECORDS
12	REVIEW DUTY/HARD LOG BOOK
13	ARRANGE TIME/DETAIL SCHEDULES
14	MAINTAIN DUTY/CALL/EMERGENCY RECALL ROLLER
15	ADJUST DAILY ASSIGNMENT SHEET/WORK SCHEDULE AS NEEDED
16	ASSIGN PERSONNEL TO DUTIES/WORK ACCORDING TO SCHEDULE
17	DETERMINE DUTIES FOR PERSONNEL
18	RELIEVE OTHERS FOR LUNCH/COFFEE BREAKS
19	ENSURE THAT ALL PERSONNEL MAINTAIN PROPER MILITARY BEARING, E.G. CLEANLINESS, ATTIRE
20	GIVE DIRECT SUPERVISION TO CORPSMEN/TECHNICIANS
21	GIVE DIRECT SUPERVISION FOR THE PREPARATION OF REQUISITIONS/ PURCHASE ORDERS/WORK REQUESTS
22	REVIEW SUGGESTIONS AND COMPLAINTS FROM PERSONNEL
23	EVALUATE THE PERFORMANCE OF PERSONNEL
24	RECOMMEND DISCIPLINARY ACTION FOR PERSONNEL AS REQUIRED
25	RECOMMEND PERSONNEL FOR REASSIGNMENT, I.E. NEW COMMAND

GO TO RIGHT HAND PAGE

TASK NO.	ENTER RESPONSES TO STATEMENTS BELOW IN RIGHT SIDE OF PAGE 20 OF RESPONSE BOOKLET
26	CARRY OUT WORK SIMPLIFICATION OR WORK MEASUREMENT STUDIES, E.G. TIME AND MOTION, JOB ENRICHMENT
27	COORDINATE THE RECEIPT OF AEROMEDICAL EVACUATIONS
28	PLAN LOGISTIC AND ADMINISTRATIVE SUPPORT OF HOSPITAL TRIAGE AREAS
29	SUPERVISE DISASTER CONTROL PROGRAM

Part II B

LIST OF INSTRUMENTS AND EQUIPMENT

TASK NO. USER RESPONDED TO STATEMENTS BELOW IN LEFT SIDE OF PAGE 21
OF RESPONSE BOOKLET

- 1 GORNEY CARTS
- 2 STRETCHER, PORTABLE (AMBULANCE)
- 3 AIR EVAC STRETCHER/LITTER
- 4 DAVIS ROLLER
- 5 SYRINGE/NEEDLES
- 6 THERMOMETER, CLINICAL
- 7 ELECTRIC THERMOMETER, E.G. IVAC, K-PROBE
- 8 SPHYGMOMANOMETER (BLOOD PRESSURE APPARATUS)
- 9 STETHOSCOPE
- 10 OPHTHALMOSCOPE
- 11 OTOSCOPE
- 12 HEADLIGHT BATTERY TYPE WITH HEAD BAND
- 13 GOMCO SUCTION MACHINE
- 14 SUCTION/VACUUM PUMP
- 15 SUCTION MACHINE, WAGENSTEIN
- 16 SUCTION MACHINE, WALL UNIT
- 17 FOLEY BAG AND TUBING
- 18 HOT WATER BOTTLE
- 19 BED PANS
- 20 TRAY, CATHETER INDWELLING
- 21 TRAY, CONTINUOUS G.U. IRRIGATION
- 22 TRAY, OPERATING ROOM PREP
- 23 HAIR CLIPPERS
- 24 DRESSINGS (TRAY, CART, DRAWER)
- 25 BURN PACK

GO TO RIGHT HAND PAGE

TASK NO.	ENTER RESPONSES TO STATEMENTS BELOW IN RIGHT SIDE OF PAGE 21 OF RESPONSE BOOKLET
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| 26 | TRAY, WET COMPRESSSS |
| 27 | TRAY, CLIP REMOVAL |
| 28 | SUTURE REMOVAL SET |
| 29 | RING CUTTERS |
| 30 | EMERGENCY DRUG SUPPLY (KIT, BOX, DRAWER) |
| 31 | LIFTING FORCEPS (TRANSFER FORCEPS) |
| 32 | GRINDER, HAND AND ELECTRIC |
| 33 | SURGICAL INSTRUMENT SHARPENER, ELECTRIC |
| 34 | AUTOCLAVE, DRY HEAT |
| 35 | AUTOCLAVE, GAS |
| 36 | AUTOCLAVE, STEAM |
| 37 | WED PAN STERILIZER |
| 38 | INSTRUMENT WASHER-STERILIZER |
| 39 | NEEDLE WASHER |
| 40 | CONDUCTIVITY TESTER, FLOOR |
| 41 | DISTILLING APPARATUS, WATER |
| 42 | WARMING CUPBOARDS |
| 43 | EMERGENCY LIGHTING, BATTERY POWERED |
| 44 | SURGICAL GLOVE CONDITIONER |
| 45 | ULTRASONIC CLEANER |
| 46 | BRUSH DISPENSER |
| 47 | FIRE EXTINGUISHER |
| 48 | CLOSE CIRCUIT TV SYSTEM |
| 49 | DUPLICATOR, E.G. MIMEOGRAPH |
| 50 | MOVIE PROJECTOR/ACCESSORIES |

TURN PAGE

TASK NO.	ENTER RESPONSES TO STATEMENTS BELOW IN LEFT SIDE OF PAGE 22 OF RESPONSE BOOKLET
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| 1 | TYPEWRITER |
| 2 | ADDRESSOGRAPH MACHINE, MANUAL |
| 3 | EMERGENCY CART (CRASH CART) |
| 4 | AIRWAYS |
| 5 | MOUTH GAGS |
| 6 | FLOW METER |
| 7 | OXYGEN CYLINDER/TANK, PORTABLE |
| 8 | OXYGEN MASK |
| 9 | OXYGEN CATHETERS |
| 10 | CHEST BOTTLE AND TUBING |
| 11 | COMPRESSED GAS TANKS/CYLINDERS (OTHER THAN OXYGEN) |
| 12 | AMBU BAG (HOPE BAG) |
| 13 | RESPIRATOR BIRD |
| 14 | RESPIRATOR, BENNETT |
| 15 | TRAY, TRACHEOTOMY |
| 16 | TRACH TUBES, PLASTIC WITH CUFF (PORTEX) |
| 17 | TRACHEOTOMY TUBES, METAL |
| 18 | ANESTHETIA EQUIPMENT, FIELD-PORTABLE |
| 19 | ANESTHESIA MACHINE, PORTABLE |
| 20 | ANESTHESIA MACHINE, FLOOR MODEL |
| 21 | LARYNGOSCOPE/ACCESSORIES |
| 22 | ENDOTRACHEAL TUBE |
| 23 | TRAY, ANAESTHETIC PREPARATION |
| 24 | TRAY, ANAESTHETIC, LOCAL |
| 25 | TRAY, ANAESTHETIC PENTOTHAL |

GO TO RIGHT HAND PAGE

TASK NO. | ENTER RESPONSES TO STATEMENTS BELOW IN RIGHT SIDE OF PAGE 22
| OF RESPONSE BOOKLET

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| 26 | TRAY, ANAESTHETIC SPINAL |
| 27 | TRAY, ANAESTHETIC REGIONAL |
| 28 | TRAY, EPIDURAL DRUGS AND TUBINGS |
| 29 | TRAY, LUMBAR PUNCTURE |
| 30 | CVP MANOMETER |
| 31 | CARDIAC ARREST TRAY/CART |
| 32 | DEFIBRILLATOR, INTERNAL |
| 33 | DEFIBRILLATOR COMPLETE WITH SCOPE SYNCHRONIZER |
| 34 | DEFIBRILLATOR, PORTABLE |
| 35 | PACEMAKER ELECTRODYNE AND MONITOR PM 65 |
| 36 | II PACEMAKER ELECTRODYNE TRANSISTOR MODEL TR 3 |
| 37 | PACEMAKER EXTERNAL |
| 38 | PACEMAKER INTERNAL |
| 39 | ELECTRONIC CARDIAC MONITOR |
| 40 | ELECTROCARDIOGRAPH (EKG) APPARATUS |
| 41 | HYPO-HYPER-THERMIA MACHINE |
| 42 | HYPOTHERMIA BLANKET |
| 43 | BLOOD PUMP |
| 44 | HEART-LUNG MACHINE |
| 45 | INSTRUMENT TRAY, MINOR SURGERY |
| 46 | INSTRUMENT TRAY, MAJOR SURGERY |
| 47 | INSTRUMENT TRAYS, EYE SURGERY |
| 48 | INSTRUMENT TRAYS, ENT SURGERY |
| 49 | INSTRUMENT TRAYS, ORTHO SURGERY |
| 50 | INSTRUMENT TRAYS, NEURO SURGERY |

TURN PAGE

TASK NO.	ENTER RESPONSES TO STATEMENTS BELOW IN LEFT SIDE OF PAGE 2 OF RESPONSE BOOKLET
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| 1 | INSTRUMENT TRAYS, GYNE SURGERY |
| 2 | INSTRUMENT TRAYS, GENITO-URINARY SURGERY |
| 3 | INSTRUMENT TRAYS, CARDIAC SURGERY |
| 4 | INSTRUMENT TRAYS, PLASTIC SURGERY |
| 5 | PORTABLE X-RAY UNIT |
| 6 | ILLUMINATOR, X-RAY FILM |
| 7 | TRAY, CARDIAC ANGIOGRAM |
| 8 | TRAY, CARDIAC AORTOGRAM |
| 9 | TRAY, CARDIAC CATHETERIZATION |
| 10 | TRAY, X-RAY BRONCHOGRAM |
| 11 | TRAY, X-RAY MYELOGRAM |
| 12 | TRAY, PNEUMDENCEPHALOGRAPH |
| 13 | TRAY, CATHETERIZATION, NEURO |
| 14 | TRAY, X-RAY SIALOGRAM |
| 15 | AUTOMATIC I.V. INJECTOR, E.G. HARVARD |
| 16 | NEURO-DERMOMETER |
| 17 | KERATOME |
| 18 | DERMATOME |
| 19 | DRILL, MICRO SHEA |
| 20 | DRILL, JORDAN DAY |
| 21 | DRILL, AIR STRYKER |
| 22 | DRILL, BURR HOLES |
| 23 | DENTAL DRILL |
| 24 | DENTAL CHAIR, MOTOR DRIVEN |
| 25 | CAUTERY APPARATUS |

GO TO RIGHT HAND PAGE

TASK NO. ENTER RESPONSES TO STATEMENTS BELOW IN RIGHT SIDE OF PAGE 24
OF RESPONSE BOOKLET

- 26 | STIMULATOR, NERVE
- 27 | STIMULATOR, MUSCLE
- 28 | FIBEROPTIC RETRACTORS
- 29 | FIBER OPTIC LASER
- 30 | ARGON LASER
- 31 | CARBON DIOXIDE LASER
- 32 | PULSED LASER
- 33 | RUBY LASER
- 34 | OPERATING MICROSCOPE, E.G. ZEISS, DIPLOSCOPE
- 35 | DIATHERMY EQUIPMENT, OPHTHALMIC, E.G. MIRA
- 36 | EYE MAGNET
- 37 | RADIUM IMPLANTS, PHARYNX
- 38 | RIB CUTTERS, ELECTRICAL
- 39 | RIB CUTTERS, MANUAL
- 40 | SAWS, AMPUTATING
- 41 | SAWS, PEDAL POWERED
- 42 | STRYKER BONE SAW WITH ATTACHMENTS
- 43 | BONE CUTTERS, ELECTRICAL
- 44 | SAW, PLASTER CAST
- 45 | SAW GIGLI
- 46 | CAST CUTTERS
- 47 | PLASTER CAST SPREADERS
- 48 | FRACTURE SPLINTS
- 49 | STRYKER FRAME
- 50 | CIRCOELECTRIC BED

TURN PAGE

TASK NO.	ENTER RESPONSES TO STATEMENTS BELOW IN LEFT SIDE OF PAGE 24 OF RESPONSE BOOKLET
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| 1 | TRACTION EQUIPMENT , E.G. PULLEYS, WEIGHTS, BOWS, CORDS |
| 2 | BALKAN FRAME |
| 3 | RADIUM IMPLANTS, VAGINA |
| 4 | FETASCOPE |
| 5 | ELECTRIC FETASCOPE |
| 6 | FIBEROPTIC ENDOSCOPY EQUIPMENT |
| 7 | ESOPHAGOSCOPES (RIGID, FLEXIBLE) |
| 8 | GASTROSCOPES (RIGID, FLEXIBLE) |
| 9 | PERITONEOSCOPE |
| 10 | PROCTOSCOPE, RIGID |
| 11 | PROCTOSCOPE, PHOTOELECTRIC |
| 12 | ESOPHAGEAL DILATORS |
| 13 | SIGMOIDOSCOPE |
| 14 | BOUGIE |
| 15 | URETHROTOME |
| 16 | CYSTOSCOPE, UNIVERSAL |
| 17 | CYSTOSCOPE, CONVERTIBLE |
| 18 | CYSTOSCOPE, DOUBLE CATHETERIZING |
| 19 | CYSTOSCOPE, ROUTINE |
| 20 | CYSTOSCOPE, MINIATURE/INFANT |
| 21 | DIRECT FULL VISION RESECTOSCOPE |
| 22 | MULTIPLE RESECTOSCOPE |

END OF TASK BOOKLET

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